Delegate's Handbook
Sixty-fourth session of the
General Assembly of the United Nations

Opening date of the 64th Session of the General Assembly:

Tuesday, 15 September 2009 at 3 p.m.

General debate of the sixty-fourth session of the General Assembly:

Wednesday, 23 September 2009-Saturday, 26 September 2009

Monday, 28 September 2009-Wednesday, 30 September 2009

HIGH-LEVEL EVENT

Summit on climate change convened by the Secretary-General:

Tuesday, 22 September 2009

FREQUENTLY ASKED QUESTIONS

1. **How do I contact the President of the sixty-fourth session of the General Assembly?**

   His Excellency, Dr. Ali Abdussalam Treki
   (Libyan Arab Jamahiriya)

   Telephone: (212) 963-7555;
   Fax: (212) 963-3301.

   Room C-204 [The office of the President is located on the 2nd floor of the Conference Building, between the ECOSOC and Trusteeship Council Chambers] (see page 19).

2. **How many copies of statements are needed for distribution in the General Assembly Hall? Where and when do I deliver them?**

   Before meeting begins, deliver statements to the documents counter on the left side of the General Assembly Hall or to the conference officer.

   300 copies for general distribution; **or**
   30 copies for minimum distribution; **or**
   at least *15* copies for interpreters and press officers only (see page 41).

3. **Can documents or other materials relevant to the meetings be made available in the General Assembly Hall for the meeting?**

   Only UN documents and statements of speakers can be distributed in the Hall before or during a meeting. Any other pertinent materials can be made available in the General Assembly Hall upon authorization by the Chief of the General Assembly Affairs Branch (ext. 3.2336 in room S-2925, or ext. 3.7787 in GA-200).

4. **What is the procedure for tabling a draft resolution/decision?**

   - the printed version and a computer diskette containing the final text of a draft resolution/decision must be submitted by an accredited delegate of a Mission, and signed in the presence of the General Assembly staff member responsible for processing draft resolutions/decisions;
   - the submitting delegation provides a list of co-sponsors if any;

- if the new draft resolution/decision is based on a previous one, the old text may be downloaded from the UN Official Document System, and necessary changes made, i.e. new text in bold and unwanted text clearly marked for deletion.

Sponsors are strongly encouraged to submit draft resolutions/decisions in electronic format by e-mail. However, procedures established by the General Assembly and the Main Committees may vary. Please contact the Secretary of the Main Committee regarding a particular submission procedure (see pages 23-29).

5. How can a Member State co-sponsor a draft resolution/decision?

Member States wishing to co-sponsor a particular draft resolution/decision may sign up with the Member State coordinating the draft resolution or with the staff member of the General Assembly Affairs Branch responsible for draft resolutions/decisions in the General Assembly Hall during plenary meetings or at other times in room S-2940A or S-2925.

6. Where can I get a blank copy of the co-sponsorship form?

A blank copy of the co-sponsorship form can be obtained from the offices of the General Assembly Affairs Branch, room S-2940A or S-2925, or in the General Assembly Hall during plenary meetings.

7. What is the procedure to reflect in the PV records how a Member State intended to vote on a draft resolution/decision?

A member of the delegation can fill out a form provided by the General Assembly Affairs Branch and a footnote will be added to the PV record of said meeting.

8. **Where can I get a copy of the voting record on the resolution/decision adopted?**

Voting records are distributed to all Member States in the General Assembly Hall immediately after the adoption. Copies can also be obtained from the General Assembly Affairs Branch in room S-2940A or S-2925.

9. **Where can I get a copy of the resolution/decision adopted?**

A few weeks after adoption, resolutions are published in the A/RES/ series of documents. Until then, the text is contained in the "L" document, on the ODS or in the report of the relevant Committee and on the website of the General Assembly (http://www.un.org/ga) (see page 43).
Text of resolutions and decisions are published as supplement no. 49 to the official records of the session.

10. **Where can I find the list of candidates for General Assembly elections?**

The list of candidates is available for delegations on the CandiWeb (https://secln.un.org/candiweb). Please contact Ms. Mary Muturi for CandiWeb access: telephone: (212) 963-2337, fax: (212) 963-4230 or muturi@un.org. For other queries on the CandiWeb write to CandiWeb@un.org.

11. **How can I find out the programme of work of the respective Main Committees?**

You may contact the Secretary of the respective Main Committee for the programme of work. The Secretaries' names, office locations and telephone numbers are available in document A/INF/64/2 (see pages 23-29).

12. **How do I arrange for a videotape of my head of State's statement in the General Assembly Hall? Photographs?**

For videotaping, contact the Chief, Broadcast and Conference Support Section, fax: (212) 963-3699; e-mail: request-for-services@un.org.

For photographs, photos of heads of State delivering statements in the plenary of the General Assembly are routinely taken and available from the UN Photo Resource Centre, room S-0805L telephone: (212) 963-6927/963-0034; fax: (212) 963-1658. Special requests for other photographs may be addressed to Mr. Mark Garten, room S-950B, telephone: (917) 367-9652; such requests can be accommodated only as staffing constraints allow (see page 58).

Delegate's Handbook

Delegate's Handbook

Sixty-fourth session of the
General Assembly of the United Nations

United Nations
New York, September 2009-September 2010

Note

This booklet contains information of a general nature about United Nations Headquarters and is applicable throughout the sixty-fourth session. Please note that while room numbers indicated in the Handbook may change because of renovations at United Nations Headquarters as part of the Capital Master Plan, telephone numbers and e-mail addresses remain the same. Please find a list of updated room numbers at www.un.org/cmp. Changes or suggestions to the booklet should be addressed to the General Assembly Affairs Branch, room S-2994B, ext. 3.2333, fax: (212) 963-3783. This booklet is also available on the Internet at the United Nations website (www.un.org/geninfo).

ST/CS/59
September 2009-September 2010

Contents

I. General information

Entrance 2
Building passes and admission to meetings 2
Security 5
Information (telephones and desk locations) 7
Medical Services 8
Disabled, facilities for 9
Protocol and Liaison Service 10
Credentials 15

II. The General Assembly and its Main Committees

General Assembly (Office of the President) 19
General Assembly (Secretariat arrangements) 20
General Assembly (Plenary and General Committee meetings) 21
General Assembly (Main Committees) 23
Other organs 31

III. Conference services

Meetings services 33
Use of UN electronic equipment 34
Seating arrangements 35
Journal 35
Interpretation 36
Records of meetings 38
Statements (prepared texts) 41
Documents facilities 41

IV. Media, public and library services

Spokesperson for the Secretary-General 45
Public information 46
Radio and television services and facilities 55
Photo services and facilities 58
United Nations information centres, services provided by 58
Civil society, services to 59
Public relations 59

Library services 62
Maps and geographic information services 65

V. Facilities and services for delegations
Travel entitlements 67
Travel facilities 70
Cloakrooms 70
Lounges 71
Meditation room 71
Quiet room 71
Dining room and cafeteria facilities 72
Guests 74
Typists' rooms 75
Photocopier 75
Sound reinforcement systems 75
Sound recordings 75
Video projection 76
Videoconferencing 76
Mail and messenger services 76
Computer-related services 77
Telecommunication services 78
Postal Administration 79
Parking 81
Transportation (local) 86
United Nations Institute for Training and Research (UNITAR) 86
United Nations International School (UNIS) 87
City liaison 90
Hospitality 91
Banking facilities 92
News stand 94
Bookshop 94
Publications, sale of 95
Gift Centre 95
United Nations premises, request for use of 96

Index 98

I. General information

United Nations Headquarters occupies an 18-acre tract of land on Manhattan Island. The site is bounded on the south by 42nd Street, on the north by 48th Street, on the west by what was formerly a part of First Avenue and is known now as United Nations Plaza, and on the east by the East River and Franklin D. Roosevelt Drive. The site is owned by the United Nations and is international territory.

Headquarters comprises six main structures that are all interconnected: the General Assembly building, which contains the plenary hall, a large conference room and four medium-sized meeting rooms; the long, low Conference building parallel to the river, which contains council chambers, conference rooms, lounges and restaurants; the 39-storey skyscraper office building, which houses the Secretariat; the Library building; the North Lawn extension; and the South Annex building. The General Assembly Hall and the council chambers are on the second floor level while all the other conference rooms in both buildings are on the concourse level. All conference rooms, council chambers and the plenary hall may be reached from the Delegates' Entrance in the General Assembly building. Renovations are currently being done at Headquarters as part of the implementation of the Capital Master Plan.

During the session, conference rooms and offices will be relocated, some buildings will be closed. Telephone numbers, however, will remain the same.

Several buildings adjacent to the Headquarters also house some of the United Nations offices including the DC1 and DC2 which are located along 44th Street, UNITAR, the FF Building and Uganda House located along 45th Street, Albano Building located along 46th Street, the Daily News Building and the Innovation Luggage Building located along 42nd Street, the 380 Madison Avenue Building at 46th Street, and the Alcoa Building located along 48th Street. In addition, the Falchi Building and the UNFCU Building are located in Long Island City.

Entrance

Pedestrian — the entrance for delegations to the General Assembly Hall is located at First Avenue and 45th Street.

Cars — cars require United Nations diplomatic licence plates ("D" plates) as well as an identification decal for the sixty-fourth session of the General Assembly, in order to enter and to park at United Nations Headquarters. (For more information, please see Parking on pages 81-86.)

United Nations building passes and admission to meetings

1. Accreditation for members of official delegations

Passes for members of official delegations to regular and special sessions of the General Assembly and all other calendar meetings at Headquarters are authorized by the Protocol and Liaison Service (Room S-0201P, ext. 3-7181) and processed by the Pass and Identification Unit, located at First Avenue and 45th Street. Registration Forms for members of delegations to temporary meetings (Form SG.6) may be accessed

through the website (http://www.un.int/protocol) in English, French and Spanish or picked up at the Protocol Office (Room S-0201).

Types of passes:[1]

1. VIP pass without photo issued from Protocol Office for Heads of State/Government, Vice-Presidents, Crown Princes/Princesses, and spouses;
2. VIP pass with photo issued from Protocol Office for Deputy Prime Ministers, Cabinet Ministers and spouses;
3. Gold pass for Heads of delegations processed at the Pass Office;
4. Blue pass for all delegates processed at the Pass Office;
5. Protocol pass issued from Protocol Office for one day and/or for a short duration with photo.[2]

Protocol requirements for issuance of passes:

For Heads of State/Government, Vice-Presidents, Crown Princes/Princesses:

Letter of request for pass from the Permanent Mission, indicating names and titles and specifying

[1] The requests and duly filled out forms must be submitted at least 48 business hours in advance for proper accreditation and issuance of passes. Passes for those delegates who have been already entered into the electronic system may be picked up by a member of the Mission with proper identification. Spouses will be issued same type of passes as the principals.

[2] Issuance of Protocol passes will be curtailed for the duration of the General Debate except under very special circumstances. Protocol passes are not issued for calendar meetings at Headquarters.

the duration of stay. Neither photos nor SG.6 Forms are required.

For Deputy Prime Ministers and Cabinet Ministers:

1. Letter of request for pass from the Permanent Mission, indicating names and functional titles and specifying the duration of stay. SG.6 Forms are not required.
2. Two colour passport-size photographs.

For delegates:

1. Registration of members of delegations to temporary meetings (Form SG.6).
2. Covering letter addressed to the Chief of Protocol and signed by Head of Chancery or principal administrative officer, indicating names and functional titles.

For Protocol passes:

1. Letter of request for pass addressed to the Chief of Protocol from the Permanent Mission, indicating names, functional titles, reason for visit and duration of stay (SG.6 forms *are not required*).
2. Two colour passport-size photographs.

2. *Accreditation for media correspondents*

Accreditation for media correspondents with the written and online press, film, television, photo, radio and other media organizations is the responsibility of the *Media Accreditation and Liaison Unit of the News and Media Division/Department of Public Information (room S-0250), extensions 3.7164, 3.6934, 3.6936,*

3.6937, 3.2870 (see page 50). For Press Accreditation requirements, please refer to: www.un.org/media/accreditation.

3. *Accreditation for non-governmental organizations*

(*a*) Grounds passes to designated representatives of non-governmental organizations in consultative status with the Economic and Social Council are issued through the *Non-Governmental Organizations Section of the Department of Economic and Social Affairs (room DC1-1480, ext. 3.3192).*

(*b*) Grounds passes to designated representatives of non-governmental organizations associated with the Department of Public Information are issued on an annual basis through the *Non-Governmental Organizations Section of the Civil Society Service, Outreach Division of the Department of Public Information (DPI/NGO Resource Centre, room GA-37, ext. 3.7234, 3.7078 and 3.7233).*

Department of Safety and Security

	Ext.	Fax	Room
Under-Secretary-General for Safety and Security			
Mr. Gregory Starr	7.3158	3.4104	FF-1708

The United Nations Security and Safety Service operates on a 24-hour basis.

	Ext.	Fax	Room
Office of Security and Safety Service			
Chief			
Mr. Bruno Henn	3.9345	3.6850	C-110

	Ext.	Room
Security Operations Centre	3.6666	C-110

Takes enquiries for same-day lost and found items, requests for opening doors after regular office hours or on weekends and returning, after the close of business IDs previously left at the Visitors Information Desk before it closes for the day. All in-person enquiries should be directed initially to these offices.

In addition to providing security and safety on a 24-hour basis at Headquarters, the Service will:

(*a*) Issue grounds passes, which members of delegation may obtain on the *First Floor of the UNITAR Building, 45th Street and First Avenue (First Avenue entrance) from 9 a.m. to 4 p.m.*, after being authorized by the Protocol and Liaison Service;

(*b*) Receive official telephone calls, telegrams and cables requiring follow-up action after normal working hours;

(*c*) Assist in locating and notifying the Organization's senior officials in an emergency;

(*d*) Liaise with national security representatives regarding protection arrangements for dignitaries;

(*e*) Liaise with local authorities whenever outside emergency assistance (e.g. ambulance, medical, police) is required;

(*f*) Handle lost and found property. During regular working hours, same-day lost property should be handed over or claimed from C-110 (ext. 3.6666). At all other times from the first floor of the UNITAR building (ext. 3.7533).

Grounds passes are subject to check at all entry points. Delegates are expected to wear their

grounds passes visibly on their outermost garment while on the premises.

Missing grounds passes should be reported without delay to the Special Services Unit (room S-0710, ext. 3.7531).

Delegates are reminded not to leave briefcases or any valuable items unattended in conference rooms.

Information

(Telephones and desk locations)

The Information Unit (ext. 3.7113) will advise on:

(*a*) The location and telephone numbers of delegations;

(*b*) The office or official to be contacted for technical queries;

(*c*) The location and telephone extensions of services, information media and United Nations clubs.

For information concerning the location and telephone numbers of Secretariat members, dial "0". (For further information regarding the telephone system of various offices in the United Nations, please see page 78).

Information desks

- *General Assembly building*
  Public lobby (ext. 3.7758)
- *UNDC 1 building*
  Office lobby (ext. 3.8998)
- *UNDC 2 building*
  Office lobby (ext. 3.4989)

- *UNICEF House*
  Office lobby ((212) 326-7524)

Bulletin boards displaying the programme of meetings are located on the first floor of the General Assembly building just inside the Delegates' Entrance and on the concourse level between the General Assembly building and the Conference building.

Medical Services

The Medical Services Division provides emergency medical assistance to delegates and members of diplomatic missions to the United Nations.

Locations and working hours of the Medical Clinics:

1. *Secretariat Building*
   Room S-0535, Telephone (212) 963-7090
   Monday to Friday from 8.30 a.m. to 6 p.m.
   Physicians are available from 9 a.m. to 5 p.m.

2. *DC1 Building*
   Room DC1-1190, Telephone (212) 963-8990
   Monday to Friday from 9 a.m. to 5.30 p.m.

3. *UNICEF House*
   Room H-0545, Telephone (212) 326-7541
   Monday to Friday from 9 a.m. to 5 p.m.

During the General Assembly (September to December) the opening hours of the Medical Clinic at the Secretariat are as follows:

Monday to Friday:	8.30 a.m. to 11.30 p.m.
Saturday:	11 a.m. to 7 p.m.
Sunday:	Closed

In case of an emergency *within and outside* normal working hours:

- Call United Nations Security at extension 3.6666 if you are in the Secretariat Building; or
- Call 911 if located in any other building.

Facilities for the disabled

Restrooms: (1) General Assembly building first basement in the public concourse area; (2) In the "Neck" linking the General Assembly building and Conference building in the First Basement; (3) At the rear of the General Assembly Hall; (4) In the Conference building, on the second floor.

Elevators are attended to access the first floor and above in the Conference and General Assembly buildings.

Ramps: at the Visitor's Entrance at 46th Street and First Avenue giving access both to the General Assembly and to the gardens, and at the Café Austria, adjacent to Conference Room 8.

Special ramps to access the conference room podiums are provided where required.

Automatic teller machines, easily accessible, are located at the south end of the main corridor on the first floor of the Conference building.

Hearing aid equipment: requests to connect to conference room audio distribution systems should be addressed to the *Broadcast and Conference Support Section (BCSS), room L-1B-30, ext. 3.9485 or 3.7453,* e-mail: request-for-services@un.org. BCSS can also loan *neck-worn induction loops for hearing aids equipped with a T-Switch.*

Protocol and Liaison Service

The Protocol and Liaison Service is part of the Department for General Assembly and Conference Management.

	Ext.	Room
Chief of Protocol		
	3.7170	S-0201A

1. *Deputy Chief of Protocol, officer-in-charge*
Mr. Desmond Parker 3.7179 S-0201B

Afghanistan
Antigua and Barbuda
Armenia
Bahamas
Barbados
Belize
Dominica
Egypt
Ghana
Germany
Greece
Grenada
Guinea-Bissau
Guyana
Haiti
India
Iraq
Jamaica
Japan
Kuwait
Lesotho
Mauritius
New Zealand
Qatar
Republic of Korea
Saint Kitts and Nevis
Saint Lucia
Saint Vincent and the Grenadines
Sao Tome and Principe
Sierra Leone
South Africa
Suriname
Thailand
Trinidad and Tobago
United Kingdom of Great Britain and Northern Ireland
United States of America
Zimbabwe

Observers

Holy See
Asian Development Bank
Association of Caribbean States
Caribbean Community (CARICOM)

Association of Southeast Asian Nations (ASEAN)
Common Fund for Commodities
Conference on Interaction and Confidence-Building Measures in Asia
Hague Conference on Private International Law
International Committee of the Red Cross
International Federation of Red Cross and Red Crescent Societies
International Criminal Court
League of Arab States
Organization of Eastern Caribbean States
Pacific Islands Forum
South Asian Association for Regional Cooperation

	Ext.	Room

II. *Protocol and Liaison Officers*

A. Ms. Almudena de Ameller 3.7178 S-0201C

Andorra
Argentina
Bolivia (Plurinational State of)
Chile
Colombia
Costa Rica
Cuba
Cyprus
Dominican Republic
Ecuador
El Salvador
Equatorial Guinea
Fiji
Guatemala
Honduras
Iceland
Israel
Italy
Kiribati
Mexico
Morocco
Nauru
Nicaragua
Pakistan
Palau
Panama
Paraguay
Peru
Philippines
Samoa
Spain
Switzerland
Togo
Tonga
Tunisia
Tuvalu
United Arab Emirates
Uruguay
Venezuela (Bolivarian Republic of)

Observers

Palestine
Agency for the Prohibition of Nuclear Weapons in Latin America and the Caribbean
Andean Community
Central American Integration System
Council of Europe
Customs Cooperation Council
European Community
Ibero-American Conference
Inter-American Development Bank
Italian-Latin American Institute
Latin American Economic System (SELA)
Latin American Integration Association
Latin American Parliament
OPEC Fund for International Development
Organization of American States
Organization for Security and Cooperation in Europe

	Ext.	Room
B. Ms. Pilar Fuentes	3.7180	S-0201N

Algeria	Chad	Jordan
Austria	Comoros	Lebanon
Bahrain	Congo	Liechtenstein
Belgium	Côte d'Ivoire	Luxembourg
Benin	Croatia	Madagascar
Botswana	Democratic Republic of the Congo	Maldives
Burkina Faso	Djibouti	Mali
Burundi	France	Mauritania
Cambodia	Gabon	Monaco
Cape Verde	Guinea	Mozambique
Central African Republic		Namibia
		Niger

Rwanda
Senegal
Seychelles
Somalia
Swaziland
United Republic of Tanzania

Observers

African Development Bank
African Union
Community of Sahelo-Saharan States
Economic Community of Central African States
Economic Community of West African States
East African Community
International Hydrographic Organization
International Organization of la Francophonie
International Criminal Police Organization (INTERPOL)
Organization for Economic Cooperation and Development
Organization of the Islamic Conference
Partners in Population and Development
Regional Centre on Small Arms and Light Weapons in the Great Lakes Region, the Horn of Africa and Bordering States
South Centre
Southern African Development Community

	Ext.	Room
C. Ms. Nicole Bresson-Ondieki	7.4320	S-0201M

Angola
Australia
Bangladesh
Bhutan
Bosnia and Herzegovina
Brazil
Brunei Darussalam
Cameroon
Canada
China
Czech Republic
Denmark
Estonia
Finland
Gambia
Hungary
Indonesia
Ireland
Kenya

Latvia
Liberia
Malawi
Malaysia
Malta
Marshall Islands
Nepal
Netherlands
Nigeria
Norway
Oman
Papua New Guinea
Portugal
San Marino
Singapore
Solomon Islands
Sri Lanka
Sudan
Sweden
Timor-Leste
Vanuatu

Observers

African, Caribbean and Pacific Group of States
Asian-African Legal Consultative Organization
Commonwealth
Community of Portuguese-speaking Countries
Cooperation Council for the Arab States of the Gulf
Energy Charter Conference
Indian Ocean Commission
International Centre for Migration Policy Development
International Organization for Migration
International Union for the Conservation of Nature
Permanent Court of Arbitration
Shanghai Cooperation Organization
University for Peace

	Ext.	Room
D. Mr. Fariz Mirsalayev	3.7177	S-02010

Albania
Azerbaijan
Belarus
Bulgaria
Democratic People's Republic of Korea
Eritrea
Ethiopia
Georgia
Iran (Islamic Republic of)
Kazakhstan

Kyrgyzstan
Lao People's Democratic Republic
Libyan Arab Jamahiriya
Lithuania
Micronesia (Federated States of)
Mongolia
Montenegro
Myanmar
Poland
Republic of Moldova
Romania
Russian Federation
Saudi Arabia
Serbia
Slovakia
Slovenia
Syrian Arab Republic
Tajikistan
The former Yugoslav Republic of Macedonia
Turkey
Turkmenistan
Uganda
Ukraine
Uzbekistan
Viet Nam
Yemen
Zambia

Observers

Black Sea Economic Cooperation Organization
Collective Security Treaty Organization
Commonwealth of Independent States
Economic Cooperation Organization
Eurasian Development Bank
Eurasian Economic Community
GUAM
International Development Law Organization
International Fund for Saving the Aral Sea
International Institute for Democracy and Electoral Assistance
Inter-Parliamentary Union
International Seabed Authority
International Tribunal for the Law of the Sea
Islamic Development Bank Group
Sovereign Military Order of Malta

Credentials

Credentials are required for representatives of Member States of the General Assembly, the

Security Council and the Economic and Social Council.

For the sessions of the General Assembly, credentials of representatives (issued by the head of State or Government or by the Minister for Foreign Affairs) should be submitted to the Secretary-General not less than one week before the opening of the session through the Secretary of the Credentials Committee, Office of Legal Affairs (room S-3420A) or the Protocol and Liaison Service (room M-13050). A copy of the credentials should be sent to the Protocol and Liaison Service for publication.[3]

Permanent Missions to the United Nations handbook "Blue Book"

This handbook, published once a year, lists the diplomatic personnel of Member and non-member States, the staff of intergovernmental organizations accredited to the United Nations as observers and the staff of liaison offices of United Nations specialized agencies, as well as the membership of the principal organs of the United Nations.

All interim movements of personnel and changes in address, telephone/fax numbers, national holiday, etc, in the "Blue Book" are updated online as and when the Protocol and Liaison Office is notified of such changes by the Missions.

[3] List of Delegations to the sixty-fourth session of the General Assembly (ST/SG/SER.C/L.618) also available in ODS, around mid-October.

Protocol website

This website (http://www.un.int/Protocol) includes, inter alia, the "Blue Book", the "Manual of Protocol", a list of Permanent Representatives, lists of Heads of State/Government and Ministers for Foreign Affairs and a list of Senior UN officials, denoting the latest changes.

.

II. The General Assembly and its Main Committees

Sixty-fourth regular session

Information on the General Assembly is available at the UN website: www.un.org/ga or at:

Arabic: www.un.org/arabic/ga
Chinese: www.un.org/chinese/ga
French: www.un.org/french/ga
Russian: www.un.org/russian/ga
Spanish: www.un.org/spanish/ga

The President of the General Assembly for the sixty-fourth session

His Excellency Dr. Ali Abdussalam Treki
(Libyan Arab Jamahiriya).

At its sixty-third regular session, on 10 June 2009, pursuant to rule 30 of the rules of procedure, the General Assembly elected the President for the sixty-fourth session.

Office of the President

The Office is located on the second floor of the Conference building between the ECOSOC and Trusteeship Council Chambers.

	Ext.	Fax	Room
Office of the President	(212) 963-7555	(212) 963-3301	C-204
Spokesperson	(212) 963-9737		

Vice-Presidents

Pursuant also to rule 30, the General Assembly elected the 21 Vice-Presidents for the sixty-fourth session:

Vice-Presidents of the General Assembly for the sixty-fourth session

1. Barbados
2. Belgium
3. Cameroon
4. China
5. El Salvador
6. Finland
7. France
8. Ghana
9. Guinea-Bissau
10. India
11. Kazakhstan
12. Maldives
13. Nepal
14. Russian Federation
15. Slovenia
16. South Africa
17. Sudan
18. Turkmenistan
19. United Kingdom
20. United States
21. Venezuela (Bolivarian Republic of)

Secretariat arrangements for the General Assembly

The Secretary-General acts in that capacity at all meetings of the General Assembly.

Overall responsibilities for the work of the Secretariat in connection with the General Assembly are vested in the Under-Secretary-General for General Assembly and Conference Management.

The Director of the General Assembly and ECOSOC Affairs Division coordinates the work of the session. The Director also assumes direct responsibility for the servicing of plenary meetings and the meetings of the General Committee.

Specific responsibility for the work of the Main Committees and other committees or organs is vested in the representatives of the Secretary-General to those committees, namely, the under-secretaries-general or other officials listed below under the appropriate committee. The secretaries of the Main Committees and other committees or organs of the General Assembly, who are also listed below, are provided by the appropriate departments or offices of the Secretariat.

Plenary meetings of the General Assembly and meetings of the General Committee

	Ext.	Fax	Room
Under-Secretary-General for General Assembly and Conference Management			
Mr. Shaaban M. Shaaban	3.8362	3.8196	S-2963A

Questions relating to the work of the Assembly should be referred to the General Assembly and ECOSOC Affairs Division.

Director			
Ms. Margaret Kelley	3.0725	3.5305	S-2977A
e-mail: kelley@un.org			

General Assembly Affairs Branch

Programme of work of the General Assembly, coordination, procedures, organizational matters, plenary elections and candidatures 3.2332
Faxes: (212) 963-4230 (General)
(212) 963-3783 (List of speakers)

Chief		
Mr. Ion Botnaru	3.2336	S-2925A
e-mail: botnaru@un.org		

Mr. Kenji Nakano	3.5411		S-2925C e-mail: _____
Ms. Sonia Elliott	3.2338		S-2925B e-mail: elliotts@un.org
Ms. Carmencita Dizon	3.2333	3.3783	S-2994B e-mail: dizon@un.org

Arrangements for the list of speakers

Ms. Mériem Heddache	3.5063	3.3783	S-2940B e-mail: heddachem@un.org

Information on plenary elections and candidatures[1]

Ms. Mary Muturi	3.2337	3.3783	S-2994A e-mail: muturi@un.org
Ms. Antonina Poliakova	3.7624	3-3783	S-2925 e-mail: poliakova@un.org

Membership of Main Committees[2]

Ms. Haydee Britton	3.0278	3.4230	S-2925AA e-mail: britton.haydee@un.org

While meetings of the General Assembly are in progress, most of the staff listed above may be reached at ext. 3.7786/3.7787/3.7789, fax: 3.4423.

All those listed above deal with matters relating to plenary meetings of the General Assembly and meetings of the General Committee.

Questions relating to General Assembly documentation should be addressed to the staff of the Documents Planning Unit listed below.

---

[1] CandiWeb (https://secln069.un.org/candiweb) is the webpage that provides information on the list of candidates (GA Informal Working Paper) for the session.

[2] The list of participants to the Main Committees is issued by each Main Committee (A/INF/64/2*).

	Ext.	Fax	Room

Documents Planning Unit
Fax: (212) 963-3696

Chief
Ms. Liya Liqun Zhang 3.4244 AB-0908
e-mail: zhangl@un.org

Mr. Manny Abraham 7.5793 AB-0902D
e-mail: abrahamm@un.org

Ms. Faika Jackson 3.9221 AB-0902H
e-mail: jacksonf@un.org

Ms. AyeAye Than 3.2345 S-2376
e-mail: thana@un.org

Questions on other matters should be referred to the appropriate offices listed below.

Main Committees of the General Assembly

Pursuant to the same rule, the First Committee, the Special Political and Decolonization (Fourth) Committee, the Second Committee, the Third Committee, the Fifth Committee and the Sixth Committee elected their respective Chairpersons. See under each Main Committee for details.

First Committee

Chairperson: H.E. Mr. José Luis Cancela (Uruguay)

High Representative for Disarmament Affairs
Mr. Sergio de Queiroz Duarte
3.1570 3.4066 S-3170A

Secretary of the First Committee

	Ext.	Fax	Room
Secretary of the Disarmament Commission[3]			
Mr. Timur Alasaniya	3.5143	3.5305	S-2977G

Special Political and Decolonization Committee (Fourth Committee)

Chairperson: H.E. Mr. Nassir Abdulaziz Al-Nasser (Qatar)

Under-Secretary-General for Peacekeeping Operations			
Mr. Alain LeRoy	3.8079	3.9222	S-3727B
Under-Secretary-General for Political Affairs			
Mr. B. Lynn Pascoe	3.5055	3.5065	S-3770A
Assistant Secretary-General for Peacekeeping Operations			
Mr. Edmond Mulet	3.4633	3.9222	S-3720H
Assistant Secretaries-General for Political Affairs			
Mr. Haile Menkerios	3.4049	3.1323	S-3570A
Mr. Oscar Fernandez-Taranco	3.9606	3.9297	S-3327A
Commissioner-General of the United Nations Relief and Works Agency for Palestine Refugees in the Near East (UNRWA), Gaza			
Ms. Karen Koning AbuZayd	3.2255	935-7899	DC1-1265* One UN Plaza

[3] The Disarmament Commission works in close cooperation with the First Committee and has similar agenda items on disarmament and international security issues.

* New York office.

	Ext.	Fax	Room
Secretary of the Special Political and Decolonization Committee			
Mr. Saijin Zhang	3.5314	3.5305	S-2977K

Second Committee

Chairperson: H.E. Park In-kook (Republic of Korea)

Under-Secretary-General for Economic and Social Affairs			
Mr. Sha Zukang	3.5958	3.1010/DC2-2320 3.4324	
Under-Secretary-General and High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States			
Mr. Cheick Sidi Diarra	3.9078	3.0419	S-0770A
Executive Secretary of the Economic Commission for Europe (ECE), Geneva			
Mr. Jan Kubiš	3.6905	3.1500	S-3127A*
Executive Secretary of the Economic and Social Commission for Asia and the Pacific (ESCAP), Bangkok			
Ms. Noeleen Heyzer	3.6905	3.1500	S-3127A*
Executive Secretary of the Economic Commission for Latin America and the Caribbean (ECLAC), Santiago			
Ms. Alicia Bárcena	3.6905	3.1500	S-3127A*

* New York office.

	Ext.	Fax	Room
Executive Secretary of the Economic Commission for Africa (ECA), Addis Ababa			
Mr. Abdoulie Janneh	3.6905	3.1500	S-3127A*
Executive Secretary of the Economic and Social Commission for Western Asia (ESCWA), Beirut			
Mr. Bader Al-Dafa	3.6905	3.1500	S-3127A*
Executive Director of the United Nations Children's Fund (UNICEF)			
Ms. Ann Veneman	326-7028	326-7758	H-1380
			UNICEF House
Executive Director of the World Food Programme			
Ms. Josette Sheeran	3.6884	3.8019	DC2-2500*
			Two UN Plaza
Secretary-General of the United Nations Conference on Trade and Development (UNCTAD), Geneva			
Mr. Supachai Panitchpakdi	3.4319	3.0027	DC2-1120*
			Two UN Plaza
Administrator of the United Nations Development Programme (UNDP)			
Ms. Helen Clark	906-5791	906-5778	DC1-2128
			One UN Plaza
Executive Director of the United Nations Population Fund (UNFPA)			
Ms. Thoraya Obaid	297-5111	297-4911	DN-1901
			220 East 42nd St.

* New York office.

	Ext.	Fax	Room
Executive Director of the United Nations Environment Programme (UNEP), Nairobi			
Mr. Achim Steiner	3.8138	3.7341	DC2-0816*
			Two UN Plaza
Executive Director of the United Nations Institute for Training and Research (UNITAR), Geneva			
Mr. Carlos Lopes	3.9683	3.9686	DC1-0603*
			One UN Plaza
Rector of the United Nations University (UNU), Tokyo			
Prof. Dr. Konrad Osterwalder	3.6387	371-9454	DC2-1462*
			Two UN Plaza
Under-Secretary-General, Executive Director of the United Nations Human Settlements Programme			
Ms. Anna Kajumulo Tibaijuka	3.4200	3.8721	DC2-0943*
			Two UN Plaza
Secretary of the Second Committee			
Ms. Jennifer De Laurentis	3.4640	3.5935	S-2950C

Third Committee

Chairperson: H.E. Mr. Normans Penke (Latvia)

Under-Secretary-General, Director-General of the United Nations Office at Vienna, and Executive Director of the United Nations International Drug Control Programme			
Mr. Antonio Maria Costa	3.5631	3.4185	DC1-0613*
			One UN Plaza

* New York office.

	Ext.	Fax	Room
Under-Secretary-General for Economic and Social Affairs			
Mr. Sha Zukang	3.5958	3.1010/ 3.4324	DC2-2320
Under-Secretary-General for Humanitarian Affairs and Emergency Relief Coordinator			
Mr. John Holmes	3.2738	3.1312/ 3.9489	S-3627A
United Nations High Commissioner for Human Rights (Geneva)			
Ms. Navanethem Pillay	3.5931	3.4097	S-2914A*
United Nations High Commissioner for Refugees (UNHCR), Geneva			
Mr. António Manuel de Oliveira Guterres	3.6200	3.0074	DN-3000* Daily News Bldg.
Assistant Secretary-General, Office of the Special Adviser on Gender Issues and Advancement of Women			
Ms. Rachel Mayanja	3.5086	3.1802	DC2-1220 Two UN Plaza
Secretary of the Third Committee			
Mr. Moncef Khane	3.2322	3.5935	S-2950D

Fifth Committee

Chairperson: H.E. Mr. Peter Maurer (Switzerland)

Under-Secretary-General for Management			
Ms. Angela Kane	3.8227	3.8424	S-2700A

* New York office.

	Ext.	Fax	Room
Under-Secretary-General for Internal Oversight Services			
Ms. Inga-Britt Ahlenius	3.6196	3.7010	S-3527A
Assistant Secretary-General for Programme Planning, Budget and Accounts, and Controller			
Mr. Jun Yamazaki	7.9949	3.8061	S-2627A
Assistant Secretary-General for Human Resources Management			
Ms. Catherine Pollard	3.3432	3.9514	S-2500A
Secretary of the Fifth Committee			
Mr. Movses Abelian	3.8255	3.0360	S-2633A

Sixth Committee

Chairperson: H.E. Mr. Mourad Benmehidi (Algeria)

Under-Secretary-General for Legal Affairs, The Legal Counsel			
Ms. Patricia O'Brien	3.5338	3.6430	M-13031
Assistant Secretary-General for Legal Affairs			
Mr. Peter Taksøe-Jensen	3.5342	3.6430	M-13047
Secretary of the Sixth Committee			
Mr. Vaclav Mikulka	3.5331	3.1963	M-13065

The Economic and Social Council

The Bureau of the Economic and Social Council is elected by the Council at large at the beginning of each annual session. The Bureau's main functions are to propose the agenda, draw up a programme work and organize the session with

the support of the ECOSOC Secretariat. Information on the Council is available electronically at http://www.un.org/docs/ecosoc.

The President of the Economic and Social Council is elected in January of each year.

Office of the President

The office is located on the second floor of the Conference building between the Trusteeship Council and Security Council chambers.

Office of the President
(212) 963-9326 (212) 963-8647 Room C-209B

Secretary to the President
(212) 963-7569

Secretariat arrangements for the Economic and Social Council

The Chief of the ECOSOC Affairs Branch, General Assembly and ECOSOC Affairs Division, Department for General Assembly and Conference Management, coordinates the work of the Council, and assumes direct responsibility for the servicing of plenary meetings and the meetings of the subsidiary bodies of the Council.

Substantive responsibility for the work of the Council and its subsidiary bodies is coordinated by the Director, Office for ECOSOC Support and Coordination, Department of Economic and Social Affairs.

Plenary meetings of the Economic and Social Council

ECOSOC Affairs Branch, General Assembly and ECOSOC Affairs Division:

	Ext.	Fax	Room
Chief and Secretary of the Council:			
Ms. Jennifer De Laurentis	3.4640	3.5395	S-2950C

Office for ECOSOC Support and Coordination, Department of Economic and Social Affairs:

Director:
Mr. Nikhil Seth 3.1811 3.1712 DC1-1428
One UN Plaza
e-mail: seth@un.org

Other organs

Credentials Committee

Under-Secretary-General for Legal Affairs, The Legal Counsel
Ms. Patricia O'Brien 3.5338 3.6430 M-13031

Secretary
Mr. Markus Pallek 3.5352 3.6430 M-13030

Advisory Committee on Administrative and Budgetary Questions

Executive Secretary
Mr. Mark Gilpin 3.7456 3.6943 CB-060E

	Ext.	Fax	Room
Committee on Contributions			
Secretary			
Mr. Lionelito Berridge	3.5306	3.1943	S-1841
Ad Hoc Committee of the General Assembly for the Announcements of Voluntary Contributions to the United Nations Relief and Works Agency for Palestine Refugees in the Near East			
Secretary			
Mr. Saijin Zhang	3.5314	3.5305	S-2977K

III. Conference services

Meetings services

The Department for General Assembly and Conference Management is responsible for providing the following meetings services:

- Interpretation
- Meeting records
- Editing
- Translation
- Reproduction
- Distribution of documents

Contact to answer general enquiries on meeting services: Meetings Management Section (MMS) (room S-1537, ext. 3.6540)

Contact to answer general enquiries regarding documents: Documents Control (room AB-903, ext. 3.6579)

Programme of meetings

Prepared by the Meetings Management Section (ext. 3.8114 or 3.7351), the daily programme of meetings for the following day giving the conference rooms and other relevant information is printed in the *Journal* (see page 35). This information is displayed on electronic screens alongside the corridors.

Requests for meetings to be serviced are submitted through e-Meets (the Electronic Meetings Planning and Resource Allocation System) by all authorized requestors, including Permanent Missions to the UN. Submission of

e-Meets requests does not automatically guarantee reservation of a conference room. Confirmation by MMS of meeting requests are also done via e-Meets.

Duration of meetings

As a rule, morning meetings are scheduled from 10 a.m. to 1 p.m. and afternoon meetings from 3 p.m. to 6 p.m.

Punctuality: Owing to the heavy demand for meetings and the limited facilities available, it is essential that meetings should start on time and that the above schedule be respected to the fullest extent possible. Therefore, delegations are urged to be present at the meetings on time.

Scheduling of meetings: It is advisable to schedule related meetings consecutively whenever possible, to ensure the maximum utilization of available services. For ease of transition, however, there should be a short gap between unrelated meetings.

Meetings of regional and other major groupings of Member States and other informal meetings can be accommodated only if and when services originally earmarked for meetings of charter or mandated bodies are released.

Use and care of UN electronic equipment

Delegates and other meeting participants are requested not to place water and/or other liquids on tables or surfaces in conference rooms where simultaneous interpretation audio systems are installed. Spillages might occur thus causing serious malfunction. Care should also be taken in utilizing microphones, channel selectors, voting

switches and audio earphones as these are sensitive electronic devices. Placing a cellular phone near the microphone may also interfere with the sound quality.

Use of cameras and cellular phones

While meetings are in session, members of delegations are reminded not to take photographs in the General Assembly Hall and to refrain from making or accepting cellular phone calls at their delegation tables (see page 38).

Seating protocol according to the first seat

The Secretary-General on 10 June 2009 drew the name of *Cambodia* among the Member States to occupy the first seat in the General Assembly Hall during the sixty-fourth session of the General Assembly. Consequently, the delegation of *Cambodia* will be seated at the first desk in the front row at the right of the President. Delegations of the other Member States will follow in the English alphabetical order of names, in accordance with established practice. The same seating arrangement applies to meetings of the Main Committees.

Copies of the floor plan are available in the Meetings Servicing Unit (room S-B1-02, ext. 3.7348 or 3.9283).

Journal of the United Nations (Room S-2370)

All queries may be made from 3 p.m. onwards at ext. 3.3888.

The *Journal of the United Nations* is issued daily on working days in English and French. During the main part of the General Assembly

session, it is published in the six official languages (Arabic, Chinese, English, French, Russian and Spanish). The *Journal*, which is also available on the website of the United Nations and on the Official Document System (ODS), contains:

(*a*) Programme of meetings and agenda;
(*b*) Summary of meetings;
(*c*) Signatures and ratifications for multilateral treaties deposited with the Secretary-General;
(*d*) Announcements;
(*e*) Daily list of and direct link to documents issued at Headquarters;
(*f*) List of Chairmen of Regional Groups for each month;
(*g*) List of websites.

Material for insertion in the *Journal* should be communicated by e-mail (journal@un.org), if possible with a confirmation by fax to (212) 963-4790. The deadline for the inclusion of all material for the *Journal* issue of the next day is *6:30 p.m. for the programme of meetings and 7 p.m. for the summaries.*

Interpretation

(*a*) Statements made in any of the six official languages of the United Nations are interpreted into the other official languages: *for written statements* it is essential that the delegations provide interpreters with copies of their texts to the Meetings Servicing Assistant in order to ensure the quality of the interpretation (see page 41). Speakers are requested to deliver the statement at a speed that is interpretable.
(*b*) In cases where statements are made *in a language other than the official languages,* (rule 53 of the rules of procedure of the

General Assembly): delegations *must provide either an interpreter or a written text of the statement in one of the official languages*. The interpretation into the other official languages by United Nations interpreters will be based on the interpretation or written text accepted by the Secretariat as representing the official text of the statement. A "pointer", a person who knows the language in which the statement is to be delivered and the official language into which it has been translated, should be made available by the delegation, to guide the interpreter throughout the translated text and to ensure synchronization between the speaker and the interpreter.

Written translations of statements delivered in official languages

"Read out verbatim" or "checked against delivery", should be specified on the first page of the text when delegations provide a written translation of their statement. For written texts provided in more than one official language, delegations should indicate clearly which of these is to be accepted as the official text.

Read out verbatim: interpreters will follow the translation. Therefore, any deviation from the text on the part of the speaker, including omissions and additions, *are unlikely to be reflected in the interpretation* (see page 38).

Check against delivery: interpreters will follow the speaker and not the translation. If the speaker deviates from the text, delegations should be aware that the interpretation heard by the audience will not necessarily correspond to the translation that

they may have distributed to the audience and the press.

Microphones start to operate only when the representative taking the floor has been called upon to speak. To ensure the best possible recording and interpretation of the statement, representatives should speak directly and clearly into the microphone, particularly when giving figures, quotations or highly technical material, or when reading from a prepared text (see also page 41). Tapping on the microphone to test if it is working, turning pages, making or answering cellular phone calls should be avoided (see page 35).

Delivering the statement: while delegations are increasingly given a time frame in which to deliver their statements, they are kindly requested to do so at a normal speed if possible,* to enable the interpreters to give an accurate and complete rendition of their statements. When statements are delivered at a fast pace to comply with the time limit, the quality of the interpretation may suffer.

Records of meetings

Meeting records are provided for the plenary meetings of principal organs, for meetings of the Main Committees of the General Assembly and, on a limited and selective basis, for meetings of certain other bodies. Meeting records are in two forms: verbatim records (from now on PVs) or summary records (from now on SRs). The records are prepared by the Secretariat and are subject to correction by delegations. *However, corrections*

* For instance, the normal speed in English is 100 to 120 words per minute.

that add to, or alter the sense of, a statement as actually delivered cannot be accepted.

- PVs cover the proceedings *in extenso* utilizing interpretations for languages other than the original.

Delegates are advised that if any portion of a written statement is not actually read out, it will not appear in the record of that meeting.

- SRs cover the proceedings in a concise, abbreviated form. They are not intended to include each intervention, or to reproduce statements textually.

The provision of written records (verbatim or summary) for United Nations bodies is regulated by a number of decisions of the General Assembly and other principal organs.

In addition, sound recordings of meetings are made and may be consulted (see page 75).

Corrections to meeting records

- *Corrections to PVs*: Chief, Verbatim Reporting Service, room C-154A.
- *Corrections to SRs*: Chief, Official Records Editing Section, room DC2-0766, Two United Nations Plaza.

Corrections to both PVs and SRs should be indicated in a memorandum. If corrections are inserted in a copy of the record, the front page of the corrected record should bear the signature and title of an authorized official of the delegation concerned.

Delegations are requested to make sure that, when the corrections are made by hand, they are written clearly and that the place in which they are to be inserted is indicated precisely.

- *Corrections to PVs* should be limited to errors and omissions in statements as actually delivered, that is, in the original language. When a request is submitted for a correction, a check is made against the sound recording of the relevant speech.
- *Corrections to SRs* should not cover points of style, nor include lengthy additions that would upset the general balance of the summary record.

The text of a speech should not be submitted in lieu of corrections.

Issuance of corrections

Records of United Nations bodies are reissued as corrected only in certain cases. These include records of meetings of the Security Council and plenary meetings of the Economic and Social Council. For other bodies, including the General Assembly and its Main Committees, records are issued only once and approved corrections are reflected in a single corrigendum issued periodically. Only in cases of serious errors or omissions materially affecting the course of the proceedings may a correction be issued immediately. In the case of verbatim records, such exceptional corrections will be resorted to only to revise errors or omissions in the original language version of a statement. Other language versions would be brought in conformity, if necessary, with the corrected text in the original language.

Copies of prepared texts of statements in plenary meetings and in meetings of the Main Committees

In advance: 30 copies (minimum) should be given to the conference officer to help the Secretariat provide the best possible service or failing this,

Right *before* the speaker takes the floor: 10 copies should be provided urgently for interpreters and record-writers. Copies of the scripts should also be provided, if films or other visual materials are used.

Electronic versions of the statements for posting on the UN website: preferably as an MS WORD file attachment, should be sent by e-mail to DPI@un.int and to msu@un.org.

For distribution in the General Assembly Hall and in the Main Committee Conference Rooms: 300 copies, if delegations wish to have the statement distributed to delegations, specialized agencies, observers, interpreters, record-writers and press officers. Statements should be delivered to the documents counter on the left side of the Hall or to the Meetings Servicing Assistant.

Documents facilities

Translation and reproduction of documents

Delegations wishing to submit documents for consideration by a United Nations body should present them to the Secretary-General or to the secretary of the body concerned. The staff of Documents Control is not authorized to accept documents for translation or reproduction directly from delegations.

The categories of documents are as follows:

(*a*) The "General" series;

(*b*) The "Limited" (L) series followed by the serial number: this series comprises documents of a temporary nature such as draft resolutions and amendments thereto. When such documents are submitted during a meeting and are required urgently, advance versions marked "Provisional" are translated and reproduced immediately by special arrangements and distributed to participants only. Edited texts and revised translations are issued later;

(*c*) The "Restricted" (R) series followed by the serial number: this series contains only those documents whose content requires at the time of issuance that they should not be made public;

(*d*) Conference room papers (CRPs) or working papers (WPs): are informal papers, in one or more languages, used in the course of a meeting and distributed only to participants and other interested recipients attending the meetings.

Distribution of documents for delegations

Delegations' pick-up area is located at the service entrance to the North Lawn complex from 7.30 a.m. to 9.30 a.m. on weekdays.

The daily list of documents distributed at Headquarters is issued in the *Journal*. Documentation distributed daily to delegations in accordance with stated requirements will be available for pick-up at the address above.

Delegates' documents counter at the Concourse level of the Secretariat building (room S-B1-060, ext. 3.7373) is open for secondary requests during working hours on weekdays. However, it stays open until the adjournment of plenary meetings of

the General Assembly and Security Council and its consultations.

A limited number of copies of documents containing draft proposals for action during the meetings in progress will be available at the documents booths in the conference rooms.

Special requests for distribution should be addressed to the Chief of the Publishing Section (room GA-3B704B, ext. 7.3318).

Automatic distribution arrangements should be made by calling ext. 3.7344; secondary requests should be made to S-B1-60 or by calling ext. 3.7373.

Only United Nations documents may be distributed during the meetings (see FAQ/9).

Electronic version of official documents can be accessed from the United Nations official document system (ODS) free of charge by all permanent missions to the United Nations and other government offices. Documents in all official languages stored in the official document system are indexed following the structure of the United Nations Bibliographic Information System (UNBIS) and can be retrieved for viewing, printing and/or downloaded (see pages 62-63).

Information on the official document system can be requested from ext. 3.6439.

Communications from Member States for issuance as document of the General Assembly

Delegations requesting issuance of communications as documents of the General Assembly should ensure that they are addressed to the Secretary-General and/or the President of the General Assembly, and signed by the Permanent Representative or Chargé d'affaires of the Permanent Mission to the United Nations. The

communications should indicate the session of the General Assembly, and the number and title of the agenda item under which circulation is requested, using the latest agenda.[1]

Electronic versions in Microsoft Word should be sent to dpmu-dgacm@un.org, so as to facilitate the processing of communications. If versions in any other UN official languages are available, they should be included with a clear indication of the original language and/or which language versions are to be used for reference only. Materials that are easily accessible to the public on websites or through the media, such as statements, press releases and images, should be cited rather than included in the communications.

Further information may be obtained by calling (917) 367-5895, by e-mailing at dpmu-dgacm@un.org or referring to DGACM/CPCS/2008/1.

[1] **A/64/150 or A/64/251**. While the General Assembly is in session, communications will bear the symbol of the Main Committees if the agenda item(s) under which circulation is requested are allocated to a specific Committee.

IV. Media, public and library services

Spokesperson for the Secretary-General

	Ext.	Room
Spokesperson for the Secretary-General		
Ms. Michèle Montas	3.6172	S-0378
Deputy Spokesperson		
Ms. Marie Okabe	3.1104	S-0378
Press inquiries	3.7160/3.7161/3.7162	S-0378

Press conferences

Requests for press conferences should be addressed to the Office of the Spokesperson for the Secretary-General (room S-0378, ext. 3.7160, 3.7161 and 3.7162).

Services to correspondents

Daily press briefings: are given at noon in room S-0226 by the Spokesperson for the Secretary-General. During General Assembly sessions, the Spokesperson for the President of the General Assembly also briefs the press on Assembly matters. These daily briefings are webcast live and are archived for on-demand viewing immediately afterwards (www.un.org/webcast). Highlights of the noon briefing can be found on the website of the Spokesperson's Office (www.un.org/news/ossg/hilites.htm). For other services, see www.un.org/news/ossg. The noon briefing by the Spokesperson and the monthly

press briefing by the Security Council president are accessible to delegates in Studio 4.

For additional services to correspondents *(please see pages 48-50).*

Working facilities for correspondents are provided in the press areas on the third and fourth floors, as well as in booths.

Public information

The Department of Public Information (DPI) provides a wide range of services to representatives of the media, non-governmental organizations and the general public.

	Ext.	Room
Under-Secretary-General for Communications and Public Information		
Mr. Kiyotaka Akasaka	3.2912/ 3.4361	S-1027A
News and Media Division Director		
Mr. Ahmad Fawzi	3.6856	S-0837A
Deputy Director, and Chief, Internet Service		
Mr. Alex Taukatch	3.7158	S-0827J
UN Web Services Section (UN website information, www.un.org)		
Chief		
Mr. Mahbub Ahmad	3.6974	M-16043
News Services Section (UN News Centre, www.un.org/news)		
Chief		
Ms. Mita Hosali	3.1333	S-0900A

	Ext.	Room
Press Service		
Chief		
Ms. Hua Jiang	3.9653	S-0290A
Meetings Coverage Section (Press Releases)		
www.un.org/apps/pressreleases		
Chief		
Mr. Collinet Finjap Njinga	3.5850	S-0290B
Press Desk (English)	3.7211	
Press Desk (French)	3.7191	
Media Accreditation and Liaison Unit		
www.un.org/media/accreditation		
Chief		
Mr. Gary Fowlie	3.6934/ 3.6937	S-0250
Media Documents Centre		
mdc@un.org		
Ms. Sylvie Cohen	3.8711	S-0394
Mr. Reynaldo Naval	3.2479	S-0394
Radio and Television Service		
Chief		
Ms. Susan Farkas	3.3407	S-0850A
Radio Section		
Chief		
Michele DuBach	3.6957	S-0850B
Audiovisual Services Section		
Chief		
Ms. Lily Chau	3.2123	S-0894A

	Ext.	Room
Strategic Communications Division		
Director		
Ms. Paula Refolo	3.6867	M-16020
Committee Liaison Unit		
Chief		
Mr. Hasan Ferdous	3.6555	M-16024
Communications Campaigns Service		
Chief		
Ms. Margaret Novicki	7.3214	M-16026
Information Centres Service		
Chief		
Ms. Carolyn Schuler-Uluc	3.1072	M-16021
Outreach Division		
Director		
Mr. Eric Falt	3.3064	L-382A
Partnership and Public Engagement		
Deputy Director		
Mr. Ramu Damodaran	3.6173	S-1060F

Press releases, distribution of speeches

The Meetings Coverage Section prepares:

- Press release summaries in English and French of most open meetings held at United Nations Headquarters usually available within hours of the end of the meetings.
- Releases on United Nations conferences and meetings held in other parts of the world. These releases, prepared for the use of

information media also contain background information, but are not official records.

- English press releases are available electronically on the UN website at: www.un.org/apps/pressreleases/.
- French press releases are at www.un.org/french/apps/pressreleases/.

The Media Documents Centre
(S-0394, third floor of the Secretariat Building, in the press working area), ext. 3-7166

Accredited correspondents may obtain press releases, documents, press kits and other UN materials from the office above.

Delegations wishing to provide texts of speeches or press releases to accredited correspondents should bring 150 copies to the above address where they will be disseminated to the media. These texts must be dated and issued on the letterhead of the mission.

Delegations wishing to have their statements (made during the general debate of the General Assembly, special sessions or other major events at Headquarters) posted on the UN website should e-mail the texts as early as possible to webcast@un.org.

The latest news on UN-related developments can be found at the UN News Centre at www.un.org/news. The Centre also provides an e-mail news service and RSS feeds. The "Issues on the UN Agenda" page also provides a one-stop shop for information on 50 major topics (www.un.org/issues). A list of street and e-mail addresses, telephone and fax numbers of UN Permanent Missions is also available at www.un.org/Overview/missions.htm.

The audio-visual pages provide access to audio news files from UN radio, to video products and to photos. The documentation research guide, UN-I-QUE (Info Quest) database together with other databases featuring international treaties, statistical indicators, landmine information, information concerning refugees, document symbols and sales numbers can also be accessed from the website.

The UN website also offers access to research tools and links to the home pages of other parts of the UN system.

Additional information can be obtained from the Web Services Section (ext. 3.0780).

Accreditation and liaison to correspondents, film and television crews and photographers

The Media Accreditation and Liaison Unit (room S-0250, ext. 3.6937, fax 3.4642), besides accreditation and liaison, provides the following services:

- Seats (space permitting) in the press gallery to observe General Assembly, Security Council and other meetings. Members of the visual media can get booth positions for covering meetings and other events;
- Arrangements for pool coverage during visits of Heads of State or Government. Clearance to film/TV crews and photographers for location filming. *These requests should be made in advance in writing* and faxed to (212) 963-4642 or e-mailed to: MALU@un.org.

Communications campaigns and focal points

Strategic Communications Division. Director's Office (room M-16020, ext. 3.6867). This Division develops and coordinates strategic communications campaigns on priority issues, including major United Nations conferences and observances. For more detailed information, contact the Chief of the Communications Campaigns Service (room M-16026, ext. 7.3214).

Publications

- Peacekeeping
- Human rights
- Economic and social development
- Developments in Africa
- Question of Palestine
- Press kits
- Books
- Periodicals
- Brochures
- Posters
- Feature articles
- Educational materials

All the above are available at www.un.org.

- Charter of the United Nations (in the six official languages) and Statute of the International Court of Justice (available at www.un.org/aboutun/charter)
- Universal Declaration of Human Rights
- International Bill of Human Rights (including the Universal Declaration and the International Covenants on civil and political rights and on economic, social and cultural rights).

Some of the Department's publications are listed below:

Thematic publications

- *Africa Renewal (formerly Africa Recovery) (quarterly periodical)*
  - (room M-16031, ext. 3.6857 or 3.6833)
    Fax: (212) 963-4556
    E-mail: africarenewal@un.org
  - www.un.org/africarenewal

- *UN Development Business*
  Available on the Internet, and twice monthly in newspaper format, *UN Development Business* is the single most comprehensive source of information on proposed projects, financed by the United Nations system, government agencies, international and regional banks and other lenders, as well as invitations to bid and contract awards. Summaries from the World Bank, Inter-American Development Bank and the African Development Bank are also included.
  - (room DC1-0562, ext. 3.8065, 3.1516)
    Fax: (212) 963-1381
    E-mail: dbsubscribe@un.org
  - www.devbusiness.com

- *Peace and Security Updates*
  Facts and figures, background notes and other materials about United Nations work on peacekeeping, peacebuilding, peacemaking and disarmament.
  - (room M-16030, ext. 3.4481/3.0707)
    Fax: (212) 963-9737
    E-mail: coffmand@un.org
  - www.un.org/peace

- *The UN and the Question of Palestine*
  A booklet covering the role of the United Nations from 1947 until the present.
  - (room M-16028, ext. 3.4353)
    Fax: (212) 963-4556
  - www.un.org/Depts/dpa/qpal

Institutional publications

- *UN Chronicle* (quarterly Journal)
  Issues and activities of concern to the United Nations system
  - (room DC1-0904C, ext. 3.5124)
    Fax: (917) 367-6075
    E-mail: un_chronicle@un.org
  - www.un.org/chronicle

- *Yearbook of the United Nations*: (annual compendium)
  Covers all major activities of the United Nations system and includes full texts of General Assembly, Security Council and Economic and Social Council resolutions.
  - (room DC1-0540, ext. 3.4851)
    Fax: (212) 963-8013
    E-mail: taylor3@un.org

- *The UN Today (*formerly *Basic Facts About the United Nations)*
  A comprehensive reference tool providing an overview of the history and ongoing efforts of the entire United Nations system.
  - (room DC1-0540, ext. 3.8275)
    Fax: (212) 963-8013
    E-mail: bellando@un.org
  - www.un.org/aboutun/untoday

- *60 Ways the United Nations Makes a Difference*
  Through brief and specific examples, this online publication provides clear illustrations of some of the most important achievements and activities of the United Nations system from 1945 until today.
  - (room DC1-0540, ext. 3.8275)
    Fax: (212) 963-8013
    E-mail: bellando@un.org
  - www.un.org/un60/60ways

- *UN in Brief*
  - (room S-0292A, ext. 3.4137)
    Fax: (212) 963-2591
    E-mail: paterniti@un.org
  - www.un.org/Overview/brief.html

- *Image and Reality: Frequently asked questions and answers about the United Nations*
  - (room S-0292A, ext. 3.4137)
    Fax: (212) 963-2591
    E-mail: paterniti@un.org
  - www.un.org/geninfo.ir/index.html

- *DPI/NGO briefing update and website* (weekly bulletin)
  - (room GA-37, ext. 3.7234, 3.7078, 3.7233)
  - www.un.org/dpi/ngosection

- *Directory of NGOs Associated with DPI* (online publication)
  - (room GA-37, ext. 3.7234, 3.7078, 3.7233)
  - www.un.org/dpi/ngosection

- *Information guide for the public about the UN* (most commonly asked questions)
  - (room GA-057, ext. 3.4475)
    Fax: (212) 962-0071
  - www.un.org/aboutun

- *Everything you always wanted to know about the UN*
  An introduction, written in question and answer format for students
  (English and French only)
  - (room GA-057, ext. 3.4475)
    Fax: (212) 963-0071
  - www.un.org/geninfo/faq

- *This is the United Nations* (booklet)
  - (room GA-057, ext. 3.4475)
    Fax: (212) 963-0071
  - www.un.org/geninfo/faq

- *Universal Declaration of Human Rights*
  Original text with a read-easy version. Includes classroom exercises.
  - (room GA-057, ext. 3.4475)
    Fax: (212) 963-0071
  - www.un.org/overview/rights.html

Sale of DPI publications

Many publications are available as sales items. For more information, please see UN Bookshop (page 94) or visit the UN publications homepage at: unp.un.org.

Radio and television services and facilities

The News and Media Division produces many products and offers diverse services, including some limited radio and television facilities to delegates and accredited journalists, when such facilities are available. All produces are accessible from URL: http://www.unmultimedia/org or the respective URL addresses as indicated.

United Nations Radio

UN Radio produces news content and feature programmes about the worldwide activities of the Organization every weekday in the six official languages, Portuguese and Kiswahili, for use by broadcasters around the world. These news stories can be heard on the United Nations website (http://www.unmultimedia.org/radio/english/). Also available on the website are weekly programmes produced in the official languages, as well as Bangla, French-Creole, Hindi, Indonesian and Urdu. For the very limited radio studio availability, contact UN Radio at ext. 3.7732, or 3.7005.

Audio recordings (digital audio files) of recent statements made at meetings of the Organization's main bodies are available from URL: http://www.unmultimedia.org/radio/library. For queries, contact the Audio Resource Centre (room GA-027, ext. 3.9272 or 3.9269, fax: 3.3860 or 3.4501, email: avlibr@un.org).

Audio archival material is handled by the Broadcast and Conference Support Section (room L-B1-30, ext. 3.9485) and is subject to duplication fees.

United Nations Television

UNTV provides live daily feeds of meetings, conferences and special events at UN Headquarters in New York. The UNTV coverage is sent to international news syndicators — APTN, Reuters, the European Broadcasting Union (EBU) — and to rebroadcast organizations such as Ascent Media/Waterfront and The Switch. For queries,

contact the TV News and Facilities Unit (room CB-056, ext. 3.7650, e-mail: ludlam@un.org). Daily programmes of UNTV are also webcast live daily at www.un.org/webcast.

UNifeed broadcasts quality video files featuring breaking news stories and features on a variety of UN issues. It can be downloaded in both PAL and NTSC formats from http://www.unmultimedia.org/tv/unifeed/ and is also made available to broadcasters twice daily (2145-2155 GMT 0145-0155 GMT) via APTN's Global Video Wire (GVW).

Videotape duplications of UNTV's coverage of General Assembly and Security Council meetings and other events are also available for sale to delegates and broadcasters. *Prices vary depending on whether the material is ordered before or after the event.* Current UNTV coverage and archival film and video materials dating back to 1945 can be ordered in NTSC DVD and NTSC Betacam. Royalties, transfer and screening fees are collected as applicable; shipping and messenger costs are borne by the requestor. For queries, contact the Visual Materials Resource Centre (room S-B2-66, ext. 3.0656 and 3.1561, fax: (212) 963-4501/3460, email: avlibr@un.org).

When available, studio facilities may be arranged for interview or statements and satellite transmissions, which are paid by the requestor to an outside provider. *Requests for bookings must be made in advance.* For queries, contact the TV News and Facilities Unit (room CB-056, ext. 3.7650, e-mail: ludlam@un.org).

United Nations Videos

The Television Section produces news report and educational videos about the work of the United Nations and its specialized agencies. Many of these videos are available at UN offices around the world in appropriate standards and formats. For queries, contact the Audio-Visual Promotion and Distribution Unit (room S-0805A, ext. 3.6939 or 3.6982, fax: (212) 963-6869, e-mail: audio-visual@un.org).

United Nations Photos

Photos documenting the official United Nations meetings, the Organization's activities and issues are available in digital format (see http://www.unmultimedia.org/photo/). Photos may not be used in advertising. For queries, contact the Photo Resource Centre (room S-0805L, ext. 3.6927, 3.0034, fax: (212) 963-1658 and 963-3430, e-mail: photolibr@un.org).

Services provided by the network of the United Nations Information Centres

Information Centres Service (room M-16021, ext. 3.1072) (http://unic.http:///un.org)

Many of the services provided by offices at Headquarters are also available in individual Member States. The United Nations currently has 63 information centres (UNICs) and services around the world, including the regional information centre (UNRIC) in Brussels, and information components in eight UN Offices.

Services to civil society

ECOSOC

The Non-Governmental Organizations Section of the Department of Economic and Social Affairs (room DC1-1480, ext. 3.3192) acts as the focal point for non-governmental organizations (NGOs) in consultative status with the Economic and Social Council.

DPI

DPI's Outreach Division engages and educates people and their communities worldwide to encourage support for the ideals and activities of the United Nations. The Division's partnership and public engagement initiatives work with key constituencies, including non-governmental organizations, the academic community, private sector entities and the general public.

A website called deleGATE located at www.un.int contains information about meetings, elections, major reports, documents, international days, events at UNHQ open to delegates, and senior appointments. It also includes content from iSeek, the Secretariat's intranet. Password protected information linked to/from the site is available for General Assembly Committees, the UNHQ telephone book and a searchable directory of staff contact information.

Advocacy and Special Events Cluster

Within the Outreach Division, the Advocacy and Special Events Cluster is tasked for creating

opportunities designed to highlight, explain and celebrate the United Nations' work and its mandates. It includes the Creative Community Outreach Initiative and the UN Works programme; the Messengers of Peace/Goodwill Ambassadors' Programmes; the Holocaust Outreach and Reham Al-Farra Memorial Journalists' Fellowship Programmes as well as other activities such as the UN Day Concerts.

Chief: Mr. Juan-Carlos Brandt (brandt@un.org, tel.: 212-963-8070, fax: 917-367-6075).

Education Outreach Cluster

The Education Outreach Cluster creates and disseminates educational material on the United Nations for students and teachers at all educational levels to build long-term support for the Organization. The Cluster organizes international student video conferences for high school students and the annual Global Model UN conference for university-level students worldwide.

Education Outreach: (212) 963-7214
e-mail: education-outreach@un.org

UN Cyberschoolbus: (212) 963-1400
e-mail: http://www.cyberschoolbus.un.org

NGO Relations Cluster

The NGO Relations Cluster (ext. 3-6842, NGO Resource Centre, GA-37, ext. 3-7233-34/7078) serves the associated non-governmental community by providing information about the work of the

United Nations, including briefings by UN officials. It organizes an annual conference that takes place in September for non-governmental organizations on a major United Nations theme.

Publications and Editorial Cluster

The Publications and Editorial Cluster (ext. 3.4851) is responsible for the UN Chronicle, the Yearbook of the United Nations, The UN Today, and Sixty Ways the United Nations makes a Difference. Through its publications, it seeks to serve as a forum to encourage debate on global issues and to provide factual and accurate information on the Organization's activities.

Secretariat of the Exhibits Committee

Exhibits in the Visitors' Lobby inform about priority issues on the UN agenda and follow the guidelines of the United Nations Exhibits Committee. For more information, contact the Secretary of the Committee, tel.: (212) 963-5455, fax: (212) 963-0077, e-mail: exhibitscommittee@un.org.

Visitors' Services

Guided Tours: *Monday through Friday from 9.30 a.m. to 4.45 p.m.* Reservations: (212) 963-4440 or via e-mail: unitg@un.org. Groups of 15 or more persons require advance reservations. For additional information visit www.un.org/tours.

Group Programmes/Speakers' Bureau (room GA-061), ext. 3.7710, e-mail: unitg@un.org)

arranges briefings by UN officials at Headquarters for visiting groups, including educational institutions, business associations and others. It also arranges for UN officials to speak to groups via videoconference and through an outside speaking engagement programme.

Public Inquiries (room GA-057, ext. 3.4475, e-mail: inquiries@un.org) provides information about the UN and its activities in response to queries from the public via letters, e-mails, facsimiles, telephone or in-person. Fact sheets and answers to frequently asked questions (FAQs) can also be accessed online at www.un.org/geninfo/faq.

Dag Hammarskjöld Library

Corner of 42nd Street and First Avenue

Open Monday to Friday during Secretariat working hours.

The Library provides information support and assistance to the permanent missions and the Secretariat of the United Nations, including:

United Nations documents and publications in all official languages and League of Nations documents in English and French;

The following electronic and print collections are also available:

- Resources from the specialized agencies, governments and other sources;
- Online information from commercial sources;
- Publications about the United Nations and on issues related to the current UN work programme;
- Statistical data;
- Sheet maps and atlases.

Workstations with access to online research are available in the reading room on the first floor of the Library (L-105) and at all the specialized branch libraries. Wireless Internet access is available in L-105, the Economic and Social Affairs Library (DC2-1143), and the Legal Library (S-3455).

Information products of the Dag Hammarskjöld Library

The United Nations Bibliographic Information System (UNBISnet: http://unbisnet.un.org): is the guide to the collections of the Library and provides access to United Nations documents and publications, including voting records and statements made during meetings of the General Assembly, Security Council and ECOSOC.

The Library Home Page (www.un.org/Depts/dhl) includes information on services and collections and provides the following reference tools:

(*a*) *UN Pulse*: an alert to just-released UN online information, including major reports, publications and documents;

(*b*) *United Nations Documentation Research Guide* (http://www.un.org/Depts/dhl/resguide/): an overview of UN documentation and publications that provides guidance on how to locate and work with them and introduces researchers to major fields of UN activities.

Training for delegations

The Library offers the following training:

- management and use of UN documentation, including the ODS
- use of UN and external online databases and resources

Customized programmes and coaching sessions may be arranged on demand to accommodate specific needs and interests. Training is offered on a continuing basis and is open to all delegates and government officials. Further information can be obtained on the Library website or by contacting librarytraining@un.org.

United Nations Depository Libraries

The Library coordinates a network of more than 400 United Nations Depository Libraries in 145 Member States and territories.

Depository Libraries Coordinator (ext. 3.7444, dhldl@un.org)

Contacts

Inquiries may be made to the following service points:

	Ext.	Fax	Room
Reference services	3.7412	3.8861	L-105
		e-mail: unreference@un.org	
Help Desk/loan services	3.7384	3.9256	L-105
		e-mail: libraryloans@un.org	
Interlibrary loan	3.2015/3.2278	3.9256	L-0125J, H
		e-mail: dhlill@un.org	
Map Library	3.7425	3.2608	DN-2436
		e-mail: dhlmap@un.org	
Legal Library	3.5372	3.1770	S-3455
		e-mail: dhllegal@un.org	

Economic and Social Affairs Library
3.8727 7.6030 DC2-1143
e-mail: dhlesat@un.org

Electronic Information Resources
3.7448 3.2608 DL-2424
e-mail: unseiac@un.org

Maps and geographic information services

The Cartographic Section of the Department of Peacekeeping Operations produces small-scale maps with basic geographic information for the use of Member States and UN departments and agencies. For more information on additional services, please visit http://www.un.org/Depts/Cartographic/english/htmain.htm. Cartographic information services as well as flag specifications are available from the Map Library (ext. 3.7425, room DN-2436).

V. Facilities and services for delegations

During the Capital Master Plan renovations of the United Nations Headquarters certain facilities and services provided to Delegates will be restricted or withdrawn and many service providers will be located in various swing spaces in the vicinity of UNHQ. At this time not all move dates and relocations have been confirmed.

Services which are expected to be affected are:

Pedestrian and vehicle access to the complex
Dining facilities
Lounge Facilities
Postal Services
Garage Parking
Banking Facilities
Newsstand & Gift Store Facilities

All efforts will be made to ensure the continued provision of facilities and services and detailed information regarding such facilities and services will be provided during the Capital Master Plan renovations.

Travel entitlements for delegations of least developed countries attending the sessions of the General Assembly

In accordance with General Assembly resolution 1798 (XVII), as amended by resolutions 2128 (XX), 2245 (XXI), 2489 (XXIII), 2491 (XXIX), 41/176, 41/213, 42/214, section VI of 42/225, section IX of 43/217 and section XIII of 45/248, the United Nations shall pay the travel, but not subsistence expenses, in the following cases:

(*a*) For not more than five representatives, including alternate representatives, of each Member State designated as a least developed country attending a regular session of the General Assembly;

(*b*) For one representative or alternate representative of the Member States referred to in subparagraph (*a*) above attending a special or special emergency session of the General Assembly;

(*c*) For the travel of a member of a permanent mission in New York who is designated as a representative or alternate representative to a session of the General Assembly, provided that such travel is within the limits noted in subparagraphs (*a*) and (*b*) above, that it is certified by a permanent representative to be in connection with the work of the particular session and that it take place either during or within three months before or after such a session. The entitlement in respect of a session shall not be increased by reason of the recessing and resuming of that session.

Payment by the United Nations of travel expenses will be limited to the cost of journeys actually undertaken.

Reimbursement is limited to the cost of round-trip travel, by most direct route, between the capital city of the Member State to Headquarters, for a maximum of one first-class ticket for the head of delegation and four tickets in the class immediately below first class for journeys exceeding 9 hours' duration by air or four tickets at the least costly economy airfare for journeys under 9 hours' duration by air for other members of the delegation

accredited to the respective session of the General Assembly.

When travel by sea or rail is involved for all or part of the journey, reimbursement shall be limited to the cost of air travel as specified above, unless the actual cost is less.

Delegations entitled to reimbursement of transportation costs, in accordance with the provisions of the Rules Governing Payment of Travel Expenses and Subsistence Allowance in Respect of Organs or Subsidiary Organs of the United Nations (ST/SGB/107/Rev.6 of 25 March 1991) may submit claims on form F-56 (Reimbursement voucher for official travel of representatives of Member States). Such claims must be accompanied by original receipts, bills, vouchers, used ticket stubs and boarding passes. *In accordance with a directive from the UN Accounts Division, all payments to Member States will be made via electronic funds transfer (EFT). Therefore, the bank account information of the Permanent Mission should also be included when the F.56 Claim is submitted.* If requested, the United Nations would arrange transportation, wherever possible, between the capital city of a Member State to the place of the meeting; for this purpose, delegations should send a "Note verbale" indicating first and last names of the traveller(s) and their date of birth, dates of arrival to, and departure from, New York and should include the fax number and e-mail address of the traveller and/or contact person in New York. The United Nations will not be liable for any claim for reimbursement of travel expenses submitted later than 31 December of the year that follows the

closing date of the session of the organ or subsidiary organs to which the claim relates.

Reimbursement claims, requests for issuance of tickets and inquiries on travel entitlements should be addressed to:

Executive Officer
Department of Management
Room S-2750A
United Nations
New York, N.Y. 10017
Tel.: (212) 963-6192/963-8042
Fax: (212) 963-3283

Travel services

American Express (room S-2008, ext. 3.6280)

Open from 8.30 a.m. to 6 p.m.

The official travel agency of the United Nations in New York will assist delegations, to the extent possible, in making travel arrangements, ticketing and hotel reservations.

Delegates' cloakrooms

General Assembly building, Delegates' Entrance (first floor)

Open from 9 a.m. to 7 p.m., Monday to Friday, from October to May.

A cloakroom is available to delegates. The United Nations is not responsible for money, jewellery, negotiable papers and other valuables left in cloakrooms. Such valuables should be removed from articles to be deposited.

Self-service facilities are also available in various locations; the United Nations is not responsible for articles left in these areas and signs to this effect are posted.

Delegates' lounges

Conference building (second floor)

North lounge — 12 p.m. to 8 p.m.
Snack bar — 10 a.m. to 4.45 p.m.
(Both are open Monday to Friday.)
South lounge bar — The opening is contingent upon meetings of the General Assembly and the Security Council. The lounge will be closed from 24 December 2009 due to the Capital Master Plan.

From the first day of the sixty-fourth session of the General Assembly (i.e. 15 September 2009) until its December 2009 recess, members of delegations are asked not to invite to the Delegates' Lounge persons other than those holding valid United Nations identification.

Payment for service should be made in cash.

Meditation room

North-west end of the entrance level of the General Assembly building

Open from 8 a.m. to 4.45 p.m., Monday to Friday.

The security supervisor in the area will be available to assist with access to the room.

Delegates' quiet room

In the delegates' south lounge (Conference building, second floor).

Dining room and cafeteria facilities

Delegates' Dining Room

Conference building (fourth floor)

Open from 11.30 a.m. to 2.30 p.m (ext. 3.7625 or 3.7626).

The dining room will be closed from 24 December 2009 due to the Capital Master Plan. During renovations part of the Main Cafeteria will serve as a temporary Delegates' Dining Room.

The limited accommodation does not permit the reservation of tables permanently or from the first day of the sixty-fourth session of the General Assembly until its December 2009 recess.

Reservations — Members of delegations should make reservations by telephone each morning. Reservations cannot be held for more than 15 minutes after the appointed time.

Payment for service should be made in cash or by credit card. Personal cheques are not accepted.

Private luncheons — Separate dining rooms, may be reserved for parties of 10 guests or more. To ensure availability of these facilities, delegation members are requested to make reservations two weeks in advance. Arrangements and menus, should be coordinated with the United Nations Catering Service (ext. 3.7099).

Children under 10 years of age cannot be accommodated in the Delegates' Dining Room. Patrons are not permitted to take photographs. Proper attire is required at all times.

Receptions or functions — Delegates wishing to hold evening receptions or functions at Headquarters should make the necessary

arrangements through the United Nations Catering Service (ext. 3.7099).

When formal invitations are to be sent out, all arrangements should be made as far as possible in advance of the function. Invitation cards should stipulate that guests are required to present their cards at the Visitors' Entrance and then to pass through a magnetometer. Guests will also be required to present their invitation cards at the entrance to the reception room. A list of the guests and a sample invitation should be submitted to the Chief, Security and Safety Service (room C-106), well in advance of the reception.

Main cafeteria

Secretariat building (first floor, South Annex, south side)

Open from 8 a.m. to 8.30 p.m., Monday to Friday.

Open on Saturdays from 9 a.m. to 3 p.m. (from the first day of the sixty-fourth session of the General Assembly until its recess in December only). Closed on Sundays.

Breakfast — 8 a.m. to 10 a.m.
Lunch — 11 a.m. to 3 p.m.
Snacks/coffee — during opening hours.
Dinner — 5 p.m. to 8:30 p.m.

The menu includes daily specials, pasta and dishes from the grill.

Staff café

Conference building (fourth floor)[1]

[1] Can be reached from the fourth floor of the Secretariat building.

Open from 12 noon to 3 p.m., Monday to Friday. Closed on weekends and on United Nations holidays. Café will be closed from 24 December 2009 due to the Capital Master Plan.

Payment for service should be made in cash or by credit card. Personal cheques are not accepted.

Coffee Shop

General Assembly building (concourse level)

Open from 8.45 a.m. to 4.45 p.m., Monday to Friday

Café Austria

General Assembly building (First Basement)

Open from 8 a.m. to 6 p.m., Monday to Friday.

Delegates' guests

Unaccompanied guests or visitors meeting a delegate will be directed as follows:

Go to the Visitors' Entrance located at 46th Street and pass through a security screening area before admission to the General Assembly or Conference buildings;

Pass through a magnetometer;

Deposit a photo identification at the visitors' lobby, to be retrieved prior to leaving the premises;

Staff on duty at the visitors' desk will make arrangements for contacting the delegate;

Be accompanied by the Member of the delegation at all times inside the premises and escorted back to the visitors' lobby at the time of departure.

Delegates typists' rooms

Conference building (second floor, rooms C-211A and C-211B)

In the event that a United Nations typewriter requires repair, delegates are requested to advise the responsible official (ext. 3.3157).

Photocopier for delegates' use

Is located in the General Assembly Hall, by the west wall near the documents distribution counter.

Sound reinforcement systems

Broadcast and Conference Support Section, e-mail: request-for-services@un.org (room L-B1-30, ext. 3.9485).

Written requests for sound reinforcement systems (microphones, amplifiers, loudspeakers, etc.) should be addressed to the above address.

Sound recordings

Broadcast and Conference Support Section fax: 3.3103, e-mail: request-for-services@un.org (room GA-1B-13C, ext. 3.7658 or 3.9485).

This Section maintains audio recordings of the proceedings of all plenary meetings, major commissions and committees.

Copies of sound recordings are available other than for closed meetings. Written justification for copies of the sound recording of closed meetings

may be made by the Chairman or Secretary and addressed to the Chief of the Section. *Orders are accepted at the above address.*

Video projection

Broadcast and Conference Support Section, e-mail: request-for-services@un.org (room L-B1-30, ext. 3.9485).

Multi-standard VCRs, DVD players, television sets and video projectors can be provided on a first-come, first-served basis. Owing to the limited amount of equipment available, one business day advance notice is required. Written requests should be directed to the above address.

Videoconferencing

Broadcast and Conference Support Section (room L-B1-30, ext. 3.9485, e-mail: request-for-services@un.org)

International videoconferencing is possible from several locations at United Nations Headquarters. Written requests are required for this service.

Mail and messenger services

The Mail Operations Unit provides the following services to delegations:

Distributes official correspondence of delegations intended for Secretariat internal office distribution. Delegations are requested to bring the mail to Post 6 X-ray, located in the Service Drive, telephone (212) 963-9431.

Processes UN Secretariat mail addressed to delegations. Delegations are requested to pick

up mail from the *Delegation Mail Pickup location, NL-300, telephone (212) 963-1741 between 7.30 a.m. and 10 a.m.*

Provides messenger services during the main session of the General Assembly meeting period. Service provided is confined to the area within the conference rooms and the General Assembly Hall area. *Location: Delegates' North Lounge, telephone (212) 963-8909.*

Computer-related services

The Office of Information and Communications Technology (OICT) provides the following computer-related services to delegations:

1. **Internet service** — OICT provides Internet dial-up accounts for Permanent Missions.
2. **Internet e-mail** — Each Permanent Mission may obtain an unlimited number of Internet e-mail accounts.
3. **Website service** — OICT hosts websites for Permanent Missions and provides (in partnership with DPI) access to a new Member State portal or "iSeek for Member States" that consolidates all information relevant to delegates in NY (www.un.int).
4. **Access to the UN Official Document System (ODS)** — Member States are given special access to the ODS system. (See page 63 for workstations.)
5. **Donation of equipment** — OICT donates returns from the UN desktop computer replacement programme to interested Missions.
6. **Help Desk support** — OICT provides a telephone number (212) 963-3157 for technical

support from 9.30 a.m. to 5.30 p.m. on normal UN workdays.

7. **Computers in the Secretariat Building with Internet access** — OICT provides computers in the Delegates' Lounge and in the First Basement.
8. **Wireless Internet access** — OICT provides wireless Internet access from public areas and conference rooms.

For more information on the services listed above, please contact the *Missions Support Help Desk at (212) 963-3157* or email us at: *missions-support@un.int*.

Telecommunication services

Telephone

Main Number:

- The main number for the United Nations is (212) 963-1234. An operator responds to the main listed number during working days between 8:00 AM and 8:00 PM. Calls are transferred to Security at all other times. In both cases, outside callers are transferred to the person or extension requested.

Operator:

- The operator in the UN Secretariat can be reached by dialing "0" from Secretariat extensions. The operator will then connect the call to the requested person or extension.

UN Staff and Services:

- United Nations Secretariat staff and services are listed under numbers that begin with (212) 963-XXXX or (917) 367-XXXX. If a caller is within the

UN Secretariat buildings, these numbers can be reached by dialing the last 5 digits of the number (e.g. 3-XXXX or 7-XXXX, respectively).

- Note that extensions for Funds and Programmes differ from the UN Secretariat and are available as follows:

  - UNDP: Dial access code "4", and then dial the four digit extension in UNDP.
  - UNICEF: Dial access code "5", and then dial the four digit extension in UNICEF.
  - UNFPA: Dial access code "63", and then dial "1" followed by the four digit extension in UNFPA.

Delegates:

- To reach the Delegates' Lounge Information Desk, dial: (212) 963-8902 or (212) 963-8741.
- Incoming calls to the Delegates' Lounge are answered by the Information Desk and delegates are paged on the loudspeaker system.
- Delegates can also make local calls using booths or telephones located in the Delegates' Lounge by first dialing "9" and then the 10-digit telephone number.

United Nations Postal Administration

Concourse level of the General Assembly building (ext. 3.7698)

Open from 9 a.m. to 5 p.m. seven days a week from March to December. Closed on weekends during January and February.

Postage and philatelic sales

United Nations stamps may be purchased for both postage and philatelic purposes at the United Nations Postal Administration sales counter. Facilities for posting mail are available at this counter.

Philatelic office (room GA 35/36, ext. 3.7684)

Services mail orders for stamps and other philatelic items. United Nations stamps are issued in three currencies, namely, United States dollars, Swiss francs and euros and are valid for mailing only from United Nations Headquarters, New York, the Palais des Nations, Geneva, and the Vienna International Centre, respectively.

Personalized Stamp Shop

Main level of the General Assembly building (ext. 7.4070)

Open from 9 a.m. to 5 p.m. (seven days a week) from March to December

(Closed on weekends in January and February).

The United Nations personalized stamps allow you to create your own photo image together with a UN stamp. Available in sheets of 10 or 20 stamps.

Post Office — Sub-branch of the United States Post Office

Concourse level (room S-B1-26, ext. 3.7353)

Open from 9 a.m. to 5.30 p.m., Monday to Friday.

Postal services for private or official delegation mailings also include:

- parcel post
- air mail
- registered and insured mail
- money orders (international and domestic)
- information about postage rates and regulations concerning entry or dispatch of parcels to and from various countries

All mail must bear United Nations stamps in United States denominations. Mail with United Nations stamps affixed may be deposited at the delegates' aides' desk in the north lounge or dropped into the letter chutes in the Secretariat building for collection by messenger and onward dispatch by the Post Office.

Parking

Garage Administration (room GA-1B-07, ext. 3.6212/3)

The Garage Administration will schedule delegations to apply for and pick up parking decals. All applications will require authorized Mission signature accompanied by the Mission seal.

Decals of vehicles registered to the individual delegates: applications attaching a valid vehicle registration and current United Nations identification should be submitted to the *Protocol and Liaison Service (room S-0201, phone: (212) 963-7172)*. After certification by the Protocol and Liaison Service, the application should be hand carried to the Garage Administration for processing. *Only one decal will be issued per delegate for use on a vehicle with "D" plates.* Although multiple vehicles may be listed, only one vehicle may be allowed to park at any given time.

Decals will be issued only to members of delegations duly accredited to the United Nations.

Vehicles registered to the Mission: applications with an authorized Mission signature accompanied by the Mission seal, attaching the valid vehicle registration, should be submitted directly to the Garage Administration office for processing.

Only one special decal will be issued per Mission for the vehicle of the Permanent Representative allowing entry at the 43rd Street gate. Any changes in vehicle usage must be reflected on the respective decals and as such should be brought to the Garage Administration for processing.

Decals from observer State missions, intergovernmental and other organizations listed in chapters III, IV and V of the "Blue Book": applications must be submitted to the Protocol and Liaison Service and thereafter to the Garage Administration for appropriate action. The issuance of parking decals to observer State missions, intergovernmental and other organizations will be limited to persons enjoying diplomatic status.

Vehicles with "S" plates registered in the name of Mission staff will *not* be authorized to park in the United Nations compound.

Temporary identification decal (green) *for the sixty-fourth session of the General Assembly*: permanent missions may apply for a temporary identification decal to admit vehicles rented from established and bona fide companies for use by accredited delegates, visiting dignitaries and diplomats officially attending meetings during the session. Entry for these decals is at the 43rd Street gate for drop-off/pick-up only, with no parking privileges. Application forms may be obtained from

the Garage Administration office and thereafter submitted to the Protocol and Liaison Service office. The application and a copy of the rental agreement should be submitted to the Special Services Unit (room S-710) for clearance prior to submission to the Garage Administration for issuance.

Parking decals must be displayed prominently and be clearly visible to security officers and Garage Administration staff at entry points and while the vehicles are on the premises. Vehicles not having or displaying a valid decal are liable to be towed off the premises.

Prior to the issuance of decals for the new General Assembly session, *all previously issued decals to delegations must be returned to the Garage Administration office. Also, decals belonging to delegates who are departing from Headquarters must be returned to the Garage Administration office prior to their departure*. Any changes in vehicle usage must be reflected on the respective decals and as such should be brought to the Garage Administration for processing.

Parking privileges of any delegate whose parking fees are in arrears by more than three months: in pursuance of section II of General Assembly resolution 39/236, the parking privileges will be suspended. Privileges will be restored once the arrears have been paid in full. Prior to a delegate's departure, he/she should contact the Garage Administration office in order to settle any outstanding dues.

Parking for delegation cars with United Nations diplomatic plates and identification decals valid for the current session of the General Assembly: may park on the first level and

designated area of the southern end of the second level, aisles A, B, C and half of D in the UN garage without charge while representatives are on official business. The Capital Master Plan renovation project at Headquarters has impacted the garage space, therefore you are kindly requested to ensure that all designated diplomatic parking areas are filled to capacity prior to parking elsewhere. Roving CMP works in different areas within the garage will necessitate temporary closure of up to 20 parking spaces at a time on short notice to carry out related installation, demolition or abatement. Therefore, you will need to be available to relocate your vehicle at any given time. It should also be noted that during the 64th session of the General Assembly congestion is expected and, where possible, alternate modes of transport should be considered. If not, additional delays on entry should be expected.

Overnight parking is not permitted. Exemptions for a limited number of Mission registered vehicles will be authorized upon written request by the Mission to the Garage Administration. The overnight fee is $2.50 per night. Invoices for this service are sent to the Mission shortly after the end of every month. These invoices are due upon receipt and should be settled by cash or cheque payable to the "United Nations" forwarding payments to the United Nations Garage Administration, Room GA-1B-07. Please be aware that unauthorized vehicles left over a 24-hour period in the UN garage will be issued violations. Three violations will dictate revocation of parking privileges.

Entrance to the grounds

Secretariat entrance on First Avenue:

(*a*) Vehicle of the Permanent Representative, identified by a special sticker. All occupants riding in the car will be required to display valid United Nations identification cards. In order to reinforce safety measures, temporary stationing of the vehicle of the Permanent Representative in the Secretariat circle will be limited to clearly marked parking areas.

(*b*) Rented vehicles which have been issued special decals, which permit *drop-off/pick-up only*. Such vehicles will not be permitted to park on United Nations premises.

48th Street entrance: for all other vehicles bearing a decal. Delegation vehicles entering the premises are subject to a security check.

Access to the garage

Chauffeur-driven cars identified by special stickers issued to Permanent Representatives may use the ramp at the 43rd Street entrance for access to the garage.

Chauffeurs should remain in the ready room, located in the first garage level, while on call by delegates. The security officer at the Delegates' Entrance of the General Assembly building pages chauffeurs whenever they are required.

Liability for loss and damages

In arranging for parking facilities to be available, the United Nations seeks to accommodate delegations. Garage users are warned that incidents of theft and vandalism have occurred

inside the garage, as it is not possible to have all vehicles under surveillance all the time. The United Nations does not warrant or promise the safety of vehicles or property left in the garage, and users acknowledge and accept that the United Nations cannot guarantee the safety of any vehicles, or property inside them, left in the garage.

Local transportation

The United Nations does not provide cars for delegations. It is suggested that delegations requiring local transportation make their own arrangements.

United Nations Institute for Training and Research (UNITAR)

UNITAR New York Office:
1 United Nations Plaza (DC1-Room 603)
Tel: (212) 963-9196
Fax: (212) 963-9686
Website New York Office: **www.unitar.org/ny**

UNITAR Headquarters
11-13 Chemin des Anémones
1219 Geneva — Switzerland
Website: www.unitar.org

The United Nations Institute for Training and Research (UNITAR) Headquarters are in Geneva but it also has offices in New York and Hiroshima, Japan. UNITAR's mandate is to enhance the effectiveness of the United Nations through training and research in the fields of the

maintenance of peace and security and the promotion of economic and social development.

The main focus of the Institute has progressively shifted to training; research activities currently undertaken concentrate on research and on training. Training is, according to UNITAR's Statute, provided at various levels to government officials, particularly from developing countries, for assignments with the UN or the specialized agencies and for functions in their national services connected to the work of the UN, the organizations related to it, or other organizations operating in similar fields.

The Institute's training activities in New York, geared towards diplomats posted at UN Headquarters, are based on three main pillars: (a) the UN system and its functioning, (b) international law and policy and (c) skills strengthening.

UNITAR is self-financed through voluntary contributions of Member States and Special Purpose Grants provided by States as well as multilateral and bilateral development cooperation agencies, funds, foundations and the private sector.

United Nations International School (UNIS) founded in 1947

Main campus location: 25th Street and the East River (Manhattan)

Auxiliary facility location: 173-53 Croydon Road, Jamaica Estates (Queens)

Office of the Special Representative of the Secretary-General for UNIS: room S-2938, tel: (212) 963-8729, fax: (212) 963-1276, e-mail: fuhrman@un.org.

The United Nations International School (UNIS), under the auspices of the United Nations, was founded on the extension of the philosophy of the United Nations that people who work and play together will also negotiate together. It serves mainly the children of United Nations staff and Delegation personnel. It also welcomes for enrolment a limited number of children from abroad and from the United States to make for a balanced educational exposure for all.

Main campus: grades kindergarten through high school graduation (International Baccalaureate Degree).

Auxiliary facility: grades kindergarten through eighth.

English is the normal language of instruction, but all students learn French or Spanish as well, with the other official UN languages and German, Italian and Japanese within the curriculum. Mother tongue instruction is also offered when requested. The very multiplicity of languages spoken by the international faculty and students provides a rich cultural opportunity. Great emphasis is placed on the teaching of science in ways that are effective for students of high ability who have not yet achieved fluency in English. To that end, particular attention is paid to modern learning equipment, calculators, computers and the like.

The scholastic standards are high. The High School is one of the few institutions of learning in the New York area that offers the International Baccalaureate Degree, which qualifies the recipient to attend colleges in the United States and abroad. The School is chartered by the New York State Board of Regents as a private school, is accredited by the Council of International Schools and

recognized by the French Government for francophone students in grades 2 through 5.

Manhattan tours are frequently scheduled and given by appointment.

Website: www.unis.org
Department of Admissions:
(212) 584-3071, fax: (212) 685-5023
E-mail: admissions@unis.org

Queens tours are also arranged by calling (718) 658-6166, fax: (718) 658-5742.

Additional information, application forms and brochures are available in room S-2938 or call (212) 963-8729, fax: (212) 963-1276 or e-mail: fuhrman@un.org.

After-school recreation and study programme for United Nations children (*under the auspices of the United Nations*)

Ages: children from 5 to 11 years old
Location: Dag Hammarskjöld Library, lower level, room S-B1-52.
Hours: from 3.15 to 5.45 p.m. (6.15 p.m. during the General Assembly session)
For further information, please call (212) 963-8730.

The United Nations After-School Recreation and Study Programme is open to children whose parents work at the United Nations, Delegations, Consulates or Specialized Agencies of the United Nations system. The programme offers arts and crafts, athletic activities, dance and creative movement, games and homework under the supervision of qualified staff. Transportation to the programme is provided from the United Nations International School building at 25th Street to the Secretariat building, 42nd Street and First Avenue

entrance. Other transportation arrangements will have to be made by parents on an individual basis for children coming from other schools.

City liaison

Marjorie B. Tiven, Commissioner
Bradford E. Billet, Deputy Commissioner

Office of the Mayor
New York City Commission for the
United Nations
Consular Corps and Protocol
Two United Nations Plaza (DC2), 27th floor,
New York, NY 10017
Tel: (212) 319-9300, fax: (212) 319-3430.

New York City greatly values its status of having the largest diplomatic and consular community in the world. The Commission serves as the City's primary liaison between the City of New York and the United Nations, 192 Permanent Missions, and 107 Consulates. As an integral part of the Mayor's Office, the Commission facilitates positive relations among members of the international community, local, state, and federal governments, and New Yorkers. It is comprised of the following divisions:

Diplomatic and Consular Affairs serves as the conduit for the diplomatic and consular community to the respective City agencies able to assist in resolving issues encountered while in residence in New York City. These include legal inquiries related to consumer affairs, real estate, taxation, commercial transactions and legal procedure, as well as general information assistance on questions pertaining to life in New

York City. This division also manages the Diplomatic Parking Program.

Protocol extends hospitality due to Heads of State/Government, distinguished visitors, and other dignitaries. This office serves as a liaison between dignitaries and the Mayor with respect to requests for meetings and invitations to events.

International Business assists foreign businesses in establishing operations in New York City by coordinating interaction with all city, state and federal agencies. Services provided include assistance in accessing appropriate bank institutions, real estate providers, construction companies, and insurance entities.

New York City Global Partners, Inc. is a 501© (3) non-profit organization co-located with the Commission. Its function is to promote international understanding through business, security and cultural exchanges between the City of New York and selected cities throughout the world.

Hospitality

Hospitality Committee for United Nations Delegations, Inc.
Room GA-101 (ext. 3.7182, 3.7183 or 3.8751)

The Committee is a private self-supporting and non-political organization devoted to helping delegates and their families feel welcome in New York and the surrounding area. Volunteers arrange programmes in American homes and visits to such places of interest as museums, schools, hospitals, courts, private art collections and other institutions. Complimentary tickets to cultural and civic events are often available.

The Committee also offers day and evening courses at their English Language School. The programmes are open to the diplomatic corps associated with the United Nations. Two sessions are held in the fall and spring. Evening classes in Professional English are also offered.

Information about these activities may also be obtained from our monthly calendar posted on www.hcund.org.

Banking facilities

The *United Nations Federal Credit Union* (UNFCU) provides the United Nations community with the products and services to meet its financial needs. Members can access account information, send wire transfers, apply for loans, and more, at www.unfcu.org 24 hours a day, 7 days a week. Members can also visit our branches and Representative Offices located in New York, Geneva, Nairobi, Rome and Vienna.

Membership is open to employees and retirees of the United Nations and specialized agencies and their families. For more information, stop by one of our branches, call us at (347) 686-6000, e-mail us at email@unfcu.com or visit our website at www.unfcu.org.

Listed below are the UNFCU branch, ATM and Foreign Currency ATM locations in New York City:

820 Second Avenue, street level
ATM only

633 Third Avenue
22nd Floor
ATM only

Two UN Plaza Branch
Two UN Plaza, 3rd floor
Monday-Friday, 8 a.m. to 4 p.m.
ATM located on the 3rd floor

Secretariat Branch
Secretariat Building, 4th floor
Monday-Friday, 8 a.m. to 4 p.m.
ATM located on the ground floor, the 4th floor and near the Gift Centre

The *J. P. Morgan Chase Bank* maintains two branches located in the United Nations vicinity:

Chase Bank
United Nations Secretariat building, 4th floor
Hours: Monday to Friday: 9 a.m. to 5 p.m.
Telephone: (212) 223-4322
Internal telephone: ext. 3.7108 or 3.7109
ATM (cash machine) on the first floor of the Secretariat building available 24 hours*
E-ATM full service on the fourth floor of the Secretariat building available 24 hours**

Chase Bank
One United Nations Plaza — street level
First Avenue and 44th Street
Hours: Monday to Friday: 8 a.m. to 6 p.m.
Telephone: (212) 740-7093
Vestibule with four E-ATMs*** available 24 hours

* Deposit option not available at this ATM.
** Deposits and payments available at this ATM.
*** Service is available in multilanguages at these ATMs.

ATM services in English, French and Spanish require the use of an ATM card. E-ATM additional languages: Russian, Chinese, Korean, Italian, Greek and Portuguese. E-ATM offers additional services: order new checks and change password. Chase ATM card will access 150,000 network locations, NYCE®, MAC®, Plus®, Cirrus®, Pulse®, MasterCard®/Visa® cash machines, throughout the United States, Canada and worldwide for cash withdrawals and balance inquiries.

News stand

Lobby of the Secretariat building

Open from 8 a.m. to 5.30 p.m., Monday to Friday. Closed on weekends and holidays.

Newspaper and confectionery stand.

United Nations Bookshop

General Assembly building (concourse level)

Room GA-32
Telephone: (212) 963-7680
Fax: (212) 963-4910

Open from 9 a.m. to 5.30 p.m., Monday to Friday. Weekends, from 10 a.m. to 5:30 p.m. Closed on weekends during January and February.

- Publications (UN and specialized agencies)
- Books
- Souvenirs
- Assorted cards
- Kids' items
- Music
- Travel guides

- Posters
- Stationery items

Delegates are entitled to 25 per cent discount on United Nations publications and 10 per cent discount on all other items over $3. Orders can also be placed on the website: www.un.org/bookshop.

Sale of publications

Sales and Marketing cluster, Department of Public Information (Two United Nations Plaza, room DC2-0853, New York, NY 10017; tel: (212) 963-8302, fax: (212) 963-3489, e-mail: publications@un.org, website: unp.un.org)

Promotes the Organization's publications and offers these as well as CD-ROMs, access to online databases and the publications of many of the UN Funds and Programmes for sale. Please contact our office for orders or information.

United Nations Gift Centre

General Assembly building (concourse level)

Open seven days a week from 9 a.m. to 5 p.m. from March to December. Closed on weekends during January and February.

- Objets d'art
- Handicrafts
- Costume jewellery
- Souvenirs
- United Nations medals
- Flags of Member States

Twenty per cent discount for Delegates on all purchases upon presentation of valid United Nations identification.

Request for use of United Nations premises

Office of Central Support Services (room S-2180H, ext. 3.5569, fax: (212) 963-4168)

Sponsoring events: in the interest of ensuring the security and safety of all concerned, as well as in the light of the increasing number of requests for use of facilities, representatives of permanent missions are asked to use the utmost discretion to ensure that these activities are of a non-commercial nature and consistent with the principles and aims of the United Nations. Missions should note that they are responsible for the content and conduct of any event they may sponsor.

Sponsoring events on behalf of non-governmental organizations accredited with the United Nations: especially on these occasions, representatives of Missions should bear in mind that, notwithstanding the worthiness of the purpose of the event, no substantive business such as the passage of resolutions, holding of elections, presentation of awards or solicitation of funds, nor ceremonies of any kind, may be conducted.

Director, Facilities & Commercial Services Division, OCSS, DM

Requests for the use of the premises should be addressed to the above address. Once approval has been obtained, a ranking member of the Mission must attend and/or preside over the meeting or event in its entirety. *Any and all financial obligations arising from the meeting or event shall be the sole responsibility of the sponsoring mission.*

Index

B

Banking facilities ... 92
Bookshop ... 94
Building passes ... 2

C

Cafeteria ... 72
City liaison ... 90
Civil society, services to ... 59
Cloakrooms ... 70
Computer-related services ... 77
Credentials ... 15

D

Dining room ... 72
Disabled, facilities for ... 9
Documents facilities ... 41

E

Entrance ... 2

G

General Assembly ... 19
Gift Centre ... 95
Guests ... 74

H

Hospitality ... 91

I

Information (telephones and desk locations) ... 7
Internet (United Nations website) ... 46
Interpretation ... 36

J

Journal ... 35

L

Library ... 62
Lounges ... 71

M

Mail and messenger services ... 76
Maps and geographic information ... 65
Media services ... 45
Medical Services ... 8
Meditation room ... 71

N

News stand ... 94

P

Parking ... 81
Photocopier ... 75
Photo services and facilities ... 58
Postal Administration ... 79
President, Office of the ... 19
Protocol ... 10
Public information ... 46
Public relations ... 59
Publications, sale of ... 95

Q

Quiet room ... 71

R

Radio and television services and facilities ... 55
Records of meetings (verbatim, summary, corrections) ... 38

S

Seating arrangements ... 35
Security ... 5
Services provided by the network of the United Nations Information Centres ... 58
Sound recordings ... 75

Sound reinforcement systems ... 75
Speeches (prepared texts) ... 41
Spokesperson for the Secretary-General ... 45

T

Telecommunication services ... 78
Transportation (local) ... 86
Travel entitlements ... 67
Travel facilities ... 70
Typists' rooms ... 75

U

United Nations Institute for Training and Research (UNITAR) ... 86
United Nations International School (UNIS) ... 87
United Nations premises, request for use of ... 96
Use of UN electronic equipment ... 34

V

Videoconferencing ... 76
Video projection ... 76

09-44255 280809